STATE LIBRARY OF PENNSYLVANIA
docs,pa PY J62.1
Report to the Honorable Arthur
0 0001 00197580 2

Digitized by the Internet Archive
in 2016 with funding from
This project is made possible by a grant from the Institute of Museum and Library Services as administered by the Pennsylvania Department of Education through the Office of Commonwealth Libraries

https://archive.org/details/reporttohonorabl00penn

PY J621

PENNSYLVANIA STATE LIBRARY
DOCUMENTS SECTION

INDEX

I N D E X

	Page
INTRODUCTION	1 - 7
NEED AND AUTHORITY FOR CREATION OF JOB MOBILIZATION CAMPAIGN	8 - 10
PURPOSE OF THE CAMPAIGN	11 - 13
THE PLAN AND METHOD OF ORGANIZATION	14 - 68
General	14 - 20
Certificate of Appointment to Local Committee	18
Map - Field Districts, Pennsylvania Job Mobilization Committee	19
Functional Organization	20 - 32
Chairman	20 - 22
Chart - Functional Organization of the Job Mobilization Committee	21
Executive Director	22
Publicity Director	22
Advisory Council	23
State-wide Committees	23 - 27
Committee on Religious Cooperation	23
Educational Cooperation Committee	24
Finance Committee	24
Study and Report Committee	24
Committee on Retail Cooperation	25
Trade Associations Cooperating Committee	25
Committee on the Development of Pennsylvania Industry	25 - 26
Women's Activities Committee	26 - 27
County Committees (County Organizing Boards)	27 - 29
Local Committees	29 - 30
Field Representatives	30 - 32
County Boards of Assistance	32
Personnel Organization of Job Mobilization Committee	33 - 68
Administration	33
Headquarters Staff	33 - 34
Advisory Council	35 - 36
Vice Chairmen, Job Mobilization Committee	36
Committee on the Development of Pennsylvania Industry	37 - 44
Committee on Religious Cooperation	44 - 45
Committee on Educational Cooperation	45 - 47
Finance Committee	47
Report Committee	47 - 48
Committee on Retail Cooperation	48 - 49
Trade Association Cooperation Committee	49 - 50
Women's Activities Committee	50
Field Representatives	51
County Organization	52 - 65
Local Committees - Number of Committees and Members by Counties	66 - 67
Summary of Personnel	67
Personnel Chart, State Office Staff, Job Mobilization Committee	68

I N D E X

INDEX

	Page
DEVELOPMENT AND OPERATION OF THE PROGRAM	69 - 170
Snaps of Headquarters' Activities during Job Mobilization Campaign.	69
Development of the Program	70 - 73
Job Mobilization Campaign	72 - 73
Operation of the Program	73 - 170
Job Mobilization Campaign	73 - 107
Chairman	73
State Committees	73 - 82
"Opportunity for Adventure," address of Governor James to Committee on the Development of Pennsylvania Industry	78
Headquarters Staff	82 - 93
Placement Report Forms used by Committee Members	84
Executive Director	86 - 93
Field Representatives	93 - 96
County Committees	96
Local Committees	96 - 98
Junior Job Mobilization Campaign, Philadelphia	98 - 101
Table, Summary of Committee Activity	100
Experience with Federal and State Departments and Agencies	101 - 107
Renovize Campaign	108 - 120
The Objectives	108 - 110
Cooperation	110 - 1[illegible]
Campaign Materials	111 - 113
State Headquarters Procedures	113 - 114
Local Campaign Procedures	114 - 118
Bulletins, Procedure Bulletins, Letters, etc	118 - 120
Occupational Training and Retraining	121 - 150
The Williamsport Plan	126 - 127
Study of Employables on Relief	127 - 132
The Woodside Act	132 - 133
Apprentice Training	133 - 137
Household Occupations - Household Aides	137 - 140
Unemployment and Retraining	140 - 143
The Retraining Program	143 - 150
Brief Summary Report of Activities in Counties	151 - 170
OPERATING BUDGET AND EXPENSES	171 - 172
PUBLICITY	174 - 215
Miscellaneous pictures showing representative Job Mobilization Publicity Activities	175
Publicity Media	174 - 215
Newspapers	176 - 186
Newspaper Advertising Mat Illustrations	179 - 184
Radio Broadcasting	184 - 194
Billboards	194
Motion Pictures	196 - 199
Speakers' Bureau	199 - 208
Advertising Material	209 - 215
Job Mobilization Literature and Material	210 - 213
Specimens of Job Mobilization Advertising Material	211
Renovize Literature and Material	213 - 215
Specimens of Renovize Advertising Material	214
Miscellaneous Publicity Activities	215 - 218
Distribution of Job Mobilization Advertising Material	216

INDEX

	Page
ACCOMPLISHMENTS	219 - 264
Job Mobilization Campaign	220 - 247
State Committees	222 - 227
Special Contributions to New Industries and Employment	227 - 229
Summary of County Committee Reports on Business Cooperation	229 - 230
Accomplishments of the Job Mobilization Campaign, Summary Statistical Report	231 - 241
Summary Statistical Report of Relief Reduction through Campaign Accomplishments	242 - 247
Renovize Campaign	248 - 253
Amount of Renovize Work by type by County to April 30 (Table I)	252
Amount of Renovize Work by type by week reported (Table II)	251
Amount of Renovize Work reported to May 15 (Revised Table I)	253
Occupational Training and Retraining	254 - 264
Apprentice Training	254 - 255
Training and Retraining for out-of-school youth and adults	255 - 256
Expansions Indicated	256 - 257
Training for in-school youth	257 - 258
Occupational Training and Retraining Projects, January 1 to May 15	259 - 264
RECOMMENDATIONS	265 - 275
County Participation in Relief	265 - 267
Placement Service for Relief Recipients	267 - 268
Occupational Training and Retraining	268 - 274
Continuance of the Program	268 - 269
State Teachers Colleges as Technical Training Schools	269 - 270
Apprenticeship Training	270
Counseling and Placement for Juniors	271
Unemployment Survey	271
Education	271
Need for State Funds for Vocational Education to Meet Federal Allocations	272 - 274
State, County and Local Employment Councils	274 - 275
SPECIAL STUDIES	276 - 303
Introduction - General	276 - 278
Study of Taxation and Fiscal Affairs of the Commonwealth of Pennsylvania	279 - 318
Summary Statement of State Taxation and Fiscal Situation	279 - 285
Detailed Study, Taxation and Fiscal Affairs - 1931-39	286 - 318
Exhibit "A" - Analysis of General Fund revenues, June 1, 1931 to May 31, 1939	304
Schedule 1 - Emergency Tax Receipts, June 1, 1933 to May 31, 1939	305
Exhibit "B" - Operating Expenditures, General Fund, May 31, 1931 to May 31, 1939, classified by purpose	306
Table, Total Expenditures for all forms of Assistance in Pennsylvania	307
Chart, Percentage Analysis of Revenues (General Fund) by Fiscal Years, June 1, 1931 to May 31, 1939	308
Chart, Percentage Analysis of Expenditures (General Fund) by Fiscal Years, June 1, 1931 to May 31, 1939	309
Chart, Percentage Analysis of Revenues and Expenditures (General Fund) by Fiscal Years, June 1, 1931 to May 31, 1939	310
Chart, Percentage Analysis of Revenues and Expenditures, (General Fund) by Fiscal Years, June 1, 1931 to May 31, 1939 (detailed)	311

INDEX

Page

Table, General Assistance Cases and Expenditures, Year 1939 to November 1st 312

General Assistance Cases and Expenditures 313
Financial Statistics in a Nut Shell 314
Exhibit A-1, Analysis to General Fund Revenues (by Fiscal Years) June 1, 1931 to May 31, 1939 ..... 315 - 316
Exhibit B-1, Operating Expenditures of State Government (General Fund) classified by purposes, Fiscal years, June 1, 1931 to May 31, 1939 ..... 317 - 318

Studies Relative to Employment and Unemployment ..... 319 - 363
Estimated Total Employment and Unemployment ..... 319 - 321
Table I, Estimated Number of Employable Persons and Total Employment, November 1939 to April 1940, by County 320
Table II, Estimated Number of Unemployed Persons, November, 1939 to April 1940, by County 321
Sources of Employment for Pennsylvania's Employed ..... 319 - 324
Table III, Source of Employment in Pennsylvania with Quota of additional Employment Necessary to Absorb all Unemployed 322
Table IV, Employment in Pennsylvania Industry, Business and Agriculture with Quota of additional employment necessary to absorb all unemployed 323
Employment and Business - Pennsylvania and the United States ..... 324 - 327
Exhibit I, Indexes of Employment and Payrolls in Manufacturing Industries, Pennsylvania and the United States 326
Exhibit II, Comparison of United States Business Activity with Pennsylvania Industrial Activity 327
Increased Construction as an Aid to Industrial Recovery ..... 328 - 333
Exhibit III, The Construction Dollar 330
Table I, Per Cent Cost of Construction Work Chargeable to Labor and Materials 331
Exhibit IV, Estimated Cost of Construction Program to employ those unemployed persons who are available for work in the construction industry (January, 1940) 333

Unemployment Relief ..... 334 - 363
Trends in the Relief Programs ..... 334 - 338
Exhibit I, Number of Persons Dependent upon Public Assistance and Work Relief 335
Exhibit II, Monthly Payments to Recipients of Public Assistance and Work Relief 336
Exhibit III, Number of General Assistance with WPA Cases 337
Relation of the Unemployment Relief Load to Employment Conditions .. 338 - 344
Exhibit IV, Unduplicated Number of Cases Dependent on State General Relief and Federal Work Relief July 1938 to date 339
Exhibit V, Number of Cases Dependent on State General Assistance by weeks, July, 1938 to date 340
Exhibit VI, Expenditures for State General Assistance Grants by weeks, July 1938 to date 341

INDEX

Page

Exhibit VII, Indices of Unemployment Relief Cases and employment in Pennsylvania 342
Exhibit VIII, Percentage Change in General Assistance Cases due to Direct Effect of Private Employment 344
Unemployment Relief in Pennsylvania and Other States ..... 345 - 348
Exhibit IX, Pennsylvania Compared with other Large Industrial States according to the ratio of the total number of cases dependent on State General Relief and W.P.A. to Gainful Workers ... 346
Exhibit X, Pennsylvania Compared with Other Large Industrial States according to the ratio of Total Number of Cases Dependent on State General Relief and W.P.A. to Gainful Workers 347
Status of the Appropriation for Public Assistance ..... 348 - 349
Exhibit XI, Status of Appropriation for Public Assistance 349
Relation of Total Unemployment and Relief ..... 348 - 352
Table I, Estimated Number of Jobs Necessary to Care for All Unemployed and to Remove from Relief those on Combined W.P.A. and State Relief Rolls, and only those on State Relief Rolls 351
Relative Importance of Unemployment Relief by County ..... 352 - 357
Exhibit XII, Per Cent of Population Dependent on State General Assistance or Federal Work Relief, 1939 and Taxable Valuation Per Capita (1937) by County 353
Exhibit XIII, Taxable Valuation (1937) Per Person Dependent on State General Assistance of Federal Work Relief (1939) by County 354
Table II, Relationships Between Number of Persons Dependent on State General Assistance or Federal Work Relief, Total Population and Taxable Valuation, by County 355
Unemployment Relief Cases and Persons by County ..... 357 - 363
Exhibit XIV, Percentage of County Population Dependent on General State Relief, Averaged for Calendar Year 1939 358
Table III, Number of W.P.A. Employees and Cases and Persons Receiving State General Assistance by County, week ending November 18, 1939 360
Table IV, Number of W.P.A. Employees and Cases and Persons Receiving State General Assistance by County, week ending April 20, 1940 361
Table V, Number and Percentage Changes for Employable General Assistance cases and W.P.A. cases 362
Table VI, Expenditures for General Assistance Grants, by County . 363

Vocational Training Study of Employables on Relief ..... 364 - 417
Method of the Survey ..... 364 - 368
Form ES-200 - Vocational Training Study of Relief Employables 365
Table I, Number and Per Cent of Employable Persons Receiving General Assistance Selected for Study, and the Number and Per Cent of these Recommended for Vocational Training or Retraining, by County 367
Survey Results ..... 368 - 417
Major Occupational Groups ..... 369 - 371
Table II, Percentage Distribution of Major Occupational Groups Recommended for Vocational Training or Retraining by County 370
Specific Occupations Suggested ..... 371 - 372
Occupational and Personal Characteristics ..... 372 - 376

INDEX

Page

Table IV, Percentage Distribution of Personal Characteristics of All Persons Included in Sample Studied by County..... 375
Table V, Percentage Distribution of Major Occupational Groups of Primary Occupations of All Persons Included in Sample Studied, by County..... 375
Table VI, Percentage Distribution of Personal Characteristics of Persons Recommended for Vocational Training or Retraining, by County..... 376
Table III, Distribution of Specific Occupations for Which Persons were Recommended for Vocational Training and Retraining. 377 - 427

SUPPLEMENTARY EXHIBITS .....Following Page... 427
Exhibit S-1, State-wide Job Mobilization Committee - Purpose
Exhibit S-2, Pennsylvania Job Mobilization Committee - Field Organization. Brief Instructions for County Committees
Exhibit S-3, Procedure Bulletin No. 5, Supplement to "Brief Instructions for County Committees" - Women's Activities
Exhibit S-4, Procedure Bulletin No. 6, Renovize Campaign Manual
Exhibit S-5, Procedure Bulletin No. 4, Instructions for use of "Miracles of Modernization" Motion Picture Film.
Exhibit S-6, Occupational Classes Showing No Applicant Available in Files of Pennsylvania State Employment Service
Exhibit S-7, Order Activity in Selected Occupations, Pennsylvania State Employment Service
Exhibit S-8, Special Bulletin - "The Training of 'Apprentices' and 'Learners' to Meet Shortage of Skilled Workers."
Exhibit S-9, Procedure Bulletin No. 7 - Occupational Training and Retraining, Part I, "Occupational Retraining."
Exhibit S-10, Procedure Bulletin No. 7 - Occupational Training and Retraining, Part II, "Occupational Adjustment Through Guidance, Training, Placement."
Exhibit S-11, Letter to County Boards of Assistance from Howard L. Russell, Secretary, Department of Public Assistance, urging utilization of the services of active Job Mobilization Committee members in carrying forward objectives of the Job Mobilization Campaign.
Exhibit S-12, Memorandum No. 946, Department of Public Assistance, on "Assumption of Job Mobilization Campaign Objectives by County Boards of Assistance."
Exhibit S-13, Final Statistical Report of the Job Mobilization Committee, to April 27, 1940.
Exhibit S-14, Typical copy, "NEWS OF THE WEEK," Job Mobilization Campaign

INTRODUCTION

FINAL DETAILED REPORT

TO HIS EXCELLENCY

THE HONORABLE ARTHUR H. JAMES

GOVERNOR OF THE COMMONWEALTH OF PENNSYLVANIA

BY

THE PENNSYLVANIA JOB MOBILIZATION COMMITTEE

For the Campaign Period November 15, 1939 to May 1, 1940

INTRODUCTION

In the presentation of this Final Detailed Report of the Pennsylvania Job Mobilization Committee, effort has been accurately made to record the complete story of a pioneer attempt to attack constructively the triple problem of relief, taxes, and unemployment in which Government, industry and labor joined in a state-wide non-partisan Campaign.

Organization of the Committee began about November 1, 1939, and the Campaign was launched by the Honorable Arthur H. James, Governor of the Commonwealth of Pennsylvania and Mr. Walter D. Fuller, Chairman of the Job Mobilization Committee at a meeting in the House of Representatives on the afternoon of November 15, 1939. At that time more than a million Pennsylvanians were unemployed, there still were 713,000 persons on direct relief alone, and it was costing $1,650,000 a week to support them.

It was originally planned that the Campaign extend from November 15, 1939 to January 31, 1940. During the latter part of January, 1940, Governor James extended the Campaign to March 31, 1940 and prior to that March date, a representative group of the State and County Committee

Chairmen requested the Governor once more to extend the Campaign, this time to May 1, 1940.

The original plan for a Give-a-Job Campaign was conceived by the Joint State Government Commission, endorsed by the Governor, and placed under the leadership of Mr. Fuller, President of the Curtis Publishing Company, who was appointed by the Governor to serve as Chairman of the state-wide Committee.

Under Mr. Fuller's leadership, the program was given the official designation as the Pennsylvania Job Mobilization Campaign.

The premise for the conduct of the Campaign as designated by Mr. Fuller was that the Campaign should be based upon the stimulation of business and industry in order to provide incentive for more employment. The entire idea of charity implied by the words "Give-a-Job" was taken out of the program. Every effort was made throughout the Campaign to prevent the raising of any false hopes and to avoid any impressions that the program was a panacea for unemployment.

From the very beginning of the Campaign, the Chairman and the Headquarters staff impressed upon the public that the short program had no thought of solving the unemployment and relief problem, but merely hoped, through the joint efforts of all concerned, to make people of the State cognizant of their tax, relief, and unemployment problems, and in some small measure to alleviate the then existing unemployment conditions.

The plan was elementary and was honestly conceived. It was a hopeful program for all of those interested in the economic future of Pennsylvania. The program may be truly stated as a Campaign of the people, by the people, and for the people of the State of Pennsylvania. This report may be said to be primarily an account of humanitarian services and

only secondarily an accounting of dollars and cents saved.

More than ten thousand citizens of the Commonwealth enlisted in this common and humanitarian cause. They gave their time unselfishly in a civic enterprise that produced not only tangible results, measurable to a small degree, but intangible results which are immeasurable and which will continue to be effective far beyond the period of the Campaign.

Statistics and charts showing the relief, unemployment, and business conditions before and during the Campaign, together with their analysis, are presented to show the tangible results of the Campaign under the state-wide economic conditions prevailing. But the most interesting and encouraging accomplishment was the manner in which the people of the State rallied to and accepted the philosophy that unemployment and relief are a normal Golden Rule community problem -- solvable only through the personal interest of the citizens of each locality in the welfare of their fellowmen.

How this philosophy -- still a novel present day economic experiment -- succeeded, and how Pennsylvania benefited from it is the real basis of this report. It is a major factor because here is evidenced the possible solution of unemployment and our related common problem of relief which lies in the stimulation of American enterprise and individual initiative, together with an awakening of individual responsibility to local problems.

The stimulant contained in these dormant human factors provides evidence that creates the hope of halting the vicious cycle which increases the relief roll and thereby causes more taxation which in turn causes more unemployment with its accompanying increase in relief loads.

As in all civic enterprises in which committee members are asked to serve without remuneration, various degrees of activity and interest were

developed in the Job Mobilization Campaign.

The speed with which the Campaign was organized, and the time limitations under which it was conducted, created many problems in committee personnel as well as policies which had to be handled with tact and diplomacy to avoid any possible criticism.

In many counties the Campaign was carried on with enthusiasm by all the people of the county; in other counties the active response was less whole-hearted; in still other counties, due to the economic character of the communities and the seasonal weather, the response was not encouraging. However, in practically all counties where unemployment and the relief loads were a problem, and where potential employment possibilities existed, the Campaign was carried on enthusiastically and with a high degree of success. Generally speaking, in the three or four counties where the activity was nil, the cause was due principally to the agricultural nature of employment and the seasonal conditions which made active participation by members of the committees a handicap.

Committees in a number of communities over the State, in their enthusiasm to provide employment, raised funds or by other means brought about the re-opening of factories or mines and, in a number of instances, brought new industries into their towns and cities. Industrial and business leaders of our State responded in many ways that will never be measured; but through their efforts many plant expansions and development programs were set ahead so that construction work could begin in the early spring of 1940.

Results of this stimulation of construction will be felt for a long period throughout the year, and will continue almost indefinitely.

Many difficulties were encountered in securing official reports of employment and construction or renovizing work that was started as a re-

sult of Campaign activities. Detailed reports which will be given later in the report are only a partial measure of the business which was created.

Every effort was made to encourage the reporting of results, but the natural antipathy of individuals to making reports was constantly encountered.

People who are inclined to weigh results in exact terms and who ignore the importance of intangibles may find this report less specific than they like. The difficulties were not with the results enthusiastically accomplished in the Campaign but with the measuring rod used. No way is known for measuring the radiation and effect of such a broad program generating civic consciousness, good will and humanitarian consideration.

How, for instance, can one tabulate the benefits of cooperation between Government and business which has been developed and stimulated in Pennsylvania? Or the future results from programs still being initiated by which displaced workers or workers with obsolete skills will be retrained for new and profitable employment? Or the effects of the permanent committee set up in the educational field to work with industry to promote training for jobs of both youth and adult workers? How can we measure results through the number of people who were kept in employment during the economic decline in business over the first three months of 1940? Who can say what value should be placed on the new realization that unemployment and relief are intimate local problems, even to the extent of posing the question of whether there should be more local responsibility than now exists?

The statisticians in determining the size of the corn crop do not try to count every stalk of corn that grows; even bricks for a building are estimated. We speak in generalities of the blessings of our form of Government although we cannot express them in figures. Likewise, there is no

suitable gauge for the effects on the future of such an effort as the Job Mobilization Program. Neither can the intangibles be evaluated, nor can a count be obtained that would satisfy all as to the number of persons who have and will benefit from the force of this volunteer movement.

Therefore, to record here the fact that 58,277 jobs were created, or $19,000,000 in renovizing of real property was reported as being spent by owners in 37 counties, or that $100,000,000 in new construction was stimulated and more than 60 requests for occupational training and retraining classes were inspired through efforts of the Job Mobilization Program, would not tell the complete story of the Campaign.

The fact that "something has happened in Pennsylvania" through this Campaign has aroused the interest of people in New Jersey, Massachusetts, Oklahoma, Iowa, Ohio, New York, Georgia, Connecticut, Illinois, Kansas, California, and Missouri from whom inquiries or representatives have come to find out about the program and how the Campaign was conducted.

If, through this example, the people of not only this State but the Nation as well, are awakened to the realization that prosperity and happiness after all must come from the efforts of the people themselves and not from Government, the Campaign will have given rebirth to an old and sound philosophy and will not have been in vain.

Thus, in measuring the results of this pioneering program, the very nature of the Campaign compels us to present a report in which a partial measure of the tangible results are reported and to discuss the many very general and intangible achievements which are known to have been attained or to be in process of accomplishment.

Throughout the Campaign we have had the whole-hearted cooperation

of the various Departments of the State Government, the Joint State Government Commission, the labor leaders, the newspapers, and the business and industrial leaders throughout the State. We particularly wish to express our appreciation to the Secretary of the Department of Public Assistance, Mr. Howard L. Russell, and the Secretary of the Department of Labor and Industry, Mr. Lewis G. Hines, for the cooperation they have so willingly given, not only personally, but through the loan of personnel.

For convenience of presentation, we have divided our report into the following principal sections:

1. Need and Authority for Creation of the Job Mobilization Campaign
2. Purpose of the Campaign
3. The Plan and Method of Organization
4. Development and Operation of Program
5. Operating Budget and Expenses
6. Publicity
7. Accomplishments
8. Recommendations
9. Special Studies
10. Supplementary Exhibits

NEED AND AUTHORITY FOR CREATION

OF

JOB MOBILIZATION CAMPAIGN

NEED AND
AUTHORITY FOR

NEED AND AUTHORITY FOR CREATION OF JOB MOBILIZATION CAMPAIGN

The Joint State Government Commission, after intensive study in the fall of 1939, came to the conclusion that definite steps should be taken to reduce the relief burden in Pennsylvania.

Up to that time, the expenditures for various forms of relief in Pennsylvania totaled $1,700,000,000, of which State funds appropriated amounted to $517,022,000. Although the State had financed its share of relief out of current revenue for which special taxes had been imposed, the burden was fast becoming unbearable as the relief costs continued to increase.

During the session of the General Assembly in the spring of 1939 a total of $120,940,000 was appropriated to carry the relief load during the biennium ending May 31, 1941. By mid-September of 1939, more than a million Pennsylvanians were unemployed, there were still 273,159 cases consisting of 826,195 persons on direct relief alone, and it was costing $8,805,482 a month to maintain them. At that rate of spending, and with the acceleration expected during the winter months, it was obvious that the relief appropriation would be exhausted by March of 1940. Unless business and private employment improved to the point where relief expenditures could be reduced drastically, it was evident that additional funds would have to be found to carry the burden.

Thus, the Joint State Government Commission, which was charged by legislative order with the duty of examining governmental functions as they relate to Pennsylvania's ten million citizens, realized the seriousness of the situation and the vital need for expeditious and conclusive action to increase reemployment.

After numerous conferences, the Commission -- which is composed of Senators Charles H. Ealy, Edward R. Frey, Frederick T. Gelder, James A. Geltz, Frederick L. Homsher, G. Mason Owlett, Harry Shapiro, and George Woodward, and Representatives Leo A. Achterman, Herbert B. Cohen, Edwin C. Ewing, Wilson D. Gillette, William E. Habbyshaw, Thomas Lyons, Charles W. Sweeney, Ellwood J. Turner, John E. VanAlleburg, Edwin Winner, and Robert E. Woodside, Jr. -- agreed that the primary need was to arouse the people of Pennsylvania to the consciousness that employment on private payrolls had to be stimulated if the relief load was to be reduced.

As they viewed the situation, either business and industry would have to absorb a large section of the unemployed or additional taxes would have to be levied to support those on relief.

The Commission felt the responsibility for the thinking and action that would result in a surge of private employment rested with individual employers and individual communities. In other words, they saw the problem broken down into local units -- a problem that had to be solved locally.

They cast about for some practicable means of setting in motion the stimulus that would at least in part release forces to accomplish the desired end.

A Sub-Committee of three members was appointed on September 13, 1939, to draft a tentative reemployment plan.

The Sub-Committee conceived the idea of Job Mobilization and it was approved in principle by the Joint State Government Commission on September 27th.

A few days later, Governor Arthur H. James indorsed the plan generally and suggested that it be developed further.

On October 8th, the Sub-Committee met with the Secretaries of Public Assistance and Labor and Industry, and representatives of the Pennsylvania State Chamber of Commerce for a full discussion of the plan.

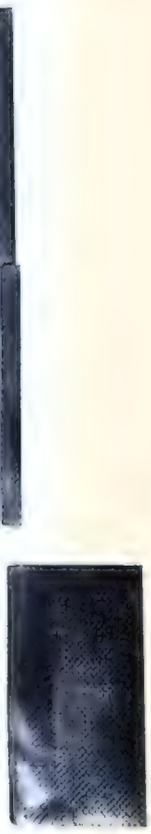
This group approved the idea, and the next day Walter D. Fuller, President of the Curtis Publishing Company, was offered the Chairmanship of the State-wide Committee which would be chosen to direct a campaign to put into effect the program suggested by the Joint State Commission.

On the following day Mr. Fuller accepted, and on October 11th he met with Governor James, members of the Sub-Committee, and the Secretaries of Public Assistance, Labor and Industry, and Commerce. Mr. Fuller proposed several revisions to broaden the original plan, and they were accepted. Governor James pledged the full cooperation of all departments of the State Government, and the Job Mobilization Campaign was a reality.

Howard L. Russell, Secretary of Public Assistance, obtained an opinion from the Attorney General stating that the Campaign properly could be conducted and its expenses paid by the Department of Public Assistance under authority of the Act of June 24, 1937 (P.L. 205) as amended by Act No. 384, approved June 26, 1939.

On October 25, 1939, Mr. Fuller appointed William A. Heaphill, Construction and Management Engineer on the staff of Day & Zimmermann, Inc., Philadelphia, as Executive Director and the Campaign was ready for organization.

PURPOSE OF THE CAMPAIGN



PURPOSE OF THE CAMPAIGN

At the very outset, the program was referred to as a "Give-a-Job" Campaign. It was realized immediately, however, that this was a misnomer -- that no thought of charity was involved -- and the effort was officially designated as the Job Mobilization Campaign. The Plan was conceived as a non-partisan state-wide effort of business leaders with the cooperation of State Government, labor, and other organized groups, to do everything possible to accomplish the following chief objectives of the Campaign:

Principal Objectives

1. To stimulate reemployment and create job opportunities for idle men and women, regardless of whether or not they were on relief. The appeal to employers and the general public was to choose increased employment rather than increased taxation. Of course, it was hoped that in the process of putting people to work, a proportion of one out of five or six reemployed -- which was the proportion of relief recipients to total unemployed -- would come from the relief rolls.

2. To promote a general improvement in business conditions which would be an incentive for employers to hire more people.

3. To organize complete State-wide consideration of the relief problem by local citizens, cultivate local responsibility and local knowledge of the situation, encourage self-reliance and self-help, and search seriously and analytically for a practical and humane solution of the whole problem of unemployment. In other words, it was felt that our people had drifted into a lethargic attitude toward the problem of unemployment, relief, and taxation. It was our purpose to arouse them to a militant attack upon the problem.

4. To increase employment and thus reduce the relief load while maintaining the principle of the Golden Rule, and in so doing "stretch" available relief funds and delay or prevent the time when new taxes would have to be imposed to pay for the relief load. At the rate of expenditure maintained in the period immediately preceeding the Campaign, the available relief money would have run out in April, 1940.

5. To bring nearer the time when tax reduction might be possible because such reduction would naturally lead to industrial expansion, to more reemployment, and to a more healthy economic situation.

Discussion of Purpose

The condition of the State's finances, together with the burden of taxation which business and the people generally carried, gave rise to the prospect that a real emergency loomed unless some constructive results could be obtained from the Campaign. The W.P.A. had failed to fill its employment quota in Pennsylvania, and as a result a heavier burden had been placed upon the relief appropriation.

It was taken as a foregone conclusion that neither Government, business, nor the general public desired any additional taxation.

The possibility that many people might suffer in the future because of a depleted State Treasury, or a decline in the rate of business activity, was deemed a matter for the most serious consideration.

It was not the purpose of the Campaign to raise false hopes. At no time was the Program held up as a cure-all for unemployment and other economic ills. It was felt that even if we scratched only the surface we would accomplish a worthwhile result.

It was the intent of the Campaign to arouse the latent abilities of the People of Pennsylvania — to encourage them to put their shoulders to the wheel and do all in their power to improve business and employment conditions for themselves.

In setting out to accomplish this beneficial result, no hard and fast rules or regulations were laid down.

The Campaign was essentially a voluntary effort to improve the way of life for all Pennsylvanians. The various committees were given a free hand to attack the problem as conditions locally seemed to warrant. It was recognized that an approach that would work in one section might be impracticable in another.

Rather than take the form of a super-governmental activity the

THE PLAN AND METHOD OF ORGANIZATION

THE PLAN AND
METHOD OF
ORGANIZATION

THE PLAN AND METHOD OF ORGANIZATION

GENERAL

The initial step toward organization of the Job Mobilization Program was made by Mr. Fuller in obtaining from Day & Zimmermann, Inc., Philadelphia, the services of William A. Hemphill, an engineer and a member of the staff of that engineering firm. Mr. Hemphill was recommended to Governor James and the appointment was made on November 1, 1939.

Arrangements then were made for the Governor to open the Campaign officially on November 15, 1939, at a state-wide meeting to be held in the House of Representatives in the Capitol Building.

The task of setting up the necessary organization to carry on the Campaign was begun immediately.

Since the program was planned definitely as a non-partisan and cooperative civic enterprise in which Government, business, industry, and labor were to enlist in joint effort, the premise was adopted that all citizens of the Commonwealth who were appointed to committees should feel obligated as good citizens to accept the civic responsibility imposed upon them by the appointment. In line with this premise, all appointments were made without previous consultation with the appointee.

The plan of organization consisted of setting up a Headquarters Staff and Field Organization to function under the Executive Director. It included the appointment of members of an Advisory Council and Vice-Chairmen to assist the Chairman, consisting of men prominent in the industrial and business life of the State and representatives of labor organizations. The Advisory Council also included prominent representatives of several state-wide women's organizations.

A State Women's Activities Committee was appointed, consisting of

the President or a representative of each of ten state-wide women's organizations. In addition, state-wide committees were appointed for Religious Cooperation, Educational Cooperation, Finance, Study and Report, Retail Cooperation, Trade Associations, and Development of Pennsylvania Industry, the latter being organized into Sub-Committees for Utilities, Steel Industry, Petroleum Industry, Anthracite Coal Industry, Bituminous Coal Industry, General Manufacturing Industry, Heavy Manufacturing Industry, Building Trades and Allied Manufacturing Industry, Railroad Transportation, Motor Transportation, Research Laboratories, and Deans of Pennsylvania Engineering Colleges.

In order to insure a non-partisan Campaign and to obtain representatives with diversity of thought and interest, a number of state-wide organizations were invited to appoint a representative on each of sixty-seven County Committees, these members to serve as a nucleus of each County Committee group. The County Committees then were given the responsibility of appointing Local Committees of five or more members in those civil divisions in which the problem of unemployment was most acute. There was no limit placed on the number of local committees that might be appointed.

The county representatives who were designated by the state-wide organizations were appointed by the Governor. The following organizations named representatives in the formation of Men's County Committees:

Pennsylvania State Chamber of Commerce
Pennsylvania Bankers Association
Veterans of Foreign Wars
Pennsylvania Manufacturers Association
The American Legion
The Department of Labor and Industry (Appointees to be representatives of labor organizations)

The following state-wide women's organizations participated in the formation of the Women's County Committees:

Pennsylvania Federation of Women's Clubs
Pennsylvania Federation of Business and Professional Women
Pennsylvania League of Women's Voters
The American Legion Auxiliary
Ladies' Auxiliary, Pennsylvania Veterans of Foreign Wars
Pennsylvania Council of Jewish Women
The Women's Auxiliary of the Medical Society of the State of Pennsylvania
Pennsylvania Quota Club
Pennsylvania Division of the National Consumers Tax Commission
Pennsylvania Province of the National Board of Catholic Women

Each of these organizations played an active part in the creation of the County Committees and cooperated throughout the Campaign.

In setting up the Field Organization of the Job Mobilization Campaign, the original intention of the Committee was to have a paid field staff. In order to assist in keeping the expense of the Campaign to a minimum, and feeling that the Field Organization of the Pennsylvania State Employment Service could materially assist in the Campaign, Lewis G. Hines, Secretary of the Department of Labor and Industry, offered to the Committee the services of certain members of the Field Staff of the Employment Service for the duration of the Campaign. This offer was accepted by the Committee.

The speed with which it was necessary to get the Campaign underway necessitated the concentration of initial efforts upon the organization of Men's Committees, on State, County, and Local bases.

Appointment of the Vice-Chairmen, members of the Advisory Council, and members of the County Committees was practically completed by November 15, 1939. The appointment of the remaining State Committees and the Local Committees was substantially completed by the middle of December. Changes were necessary throughout the Campaign because of resignations, deaths, illness, and pressure of personal business of appointees. In these instances, new appointments were made as quickly as possible in order that the organization

could function with a full complement of personnel.

The organization of the Women's County Committees was not begun until after the first of the year and was substantially completed by the end of January, 1940.

The Chairman, Vice-Chairmen, members of the Advisory Council, Chairmen and members of various State, County, and Local Committees and other business, civic, and labor leaders served without pay. The Executive Director and three members of the Publicity Bureau were paid salaries by the Finance Committee which raised a private fund for this purpose. All other personnel of the Headquarters Staff were loaned by various State Departments and their salaries paid by their respective Departments. All traveling and other necessary expenses were paid by and were under the control of the State authorities of the Department of Public Assistance.

From the very beginning of the formation of the organization, the thought was stressed that the Campaign constituted a non-partisan, state-wide effort by business leaders in cooperation with the State Government, labor, and other organized groups to do everything possible to stimulate re-employment and create new jobs for idle men and women. Emphasis was placed upon the encouragement of County and Local Committees accepting the responsibility of conducting separate campaigns in their respective local areas to reduce unemployment.

In carrying out the organization plans, every effort was made to set up active committees in each community. Particular emphasis was placed on the establishment of committees in counties and in districts where there was a heavy relief population.

It was made plain to committee members that the Campaign was to be in no sense a panacea for unemployment. There was no certainty during the organization period that tangible progress toward solution of the problem

COMMONWEALTH OF PENNSYLVANIA

JOB MOBILIZATION COMMITTEE

This Certifies That:

_____

IS APPOINTED _____ OF THE LOCAL COMMITTEE

IN THE COUNTY OF _____ IN THE

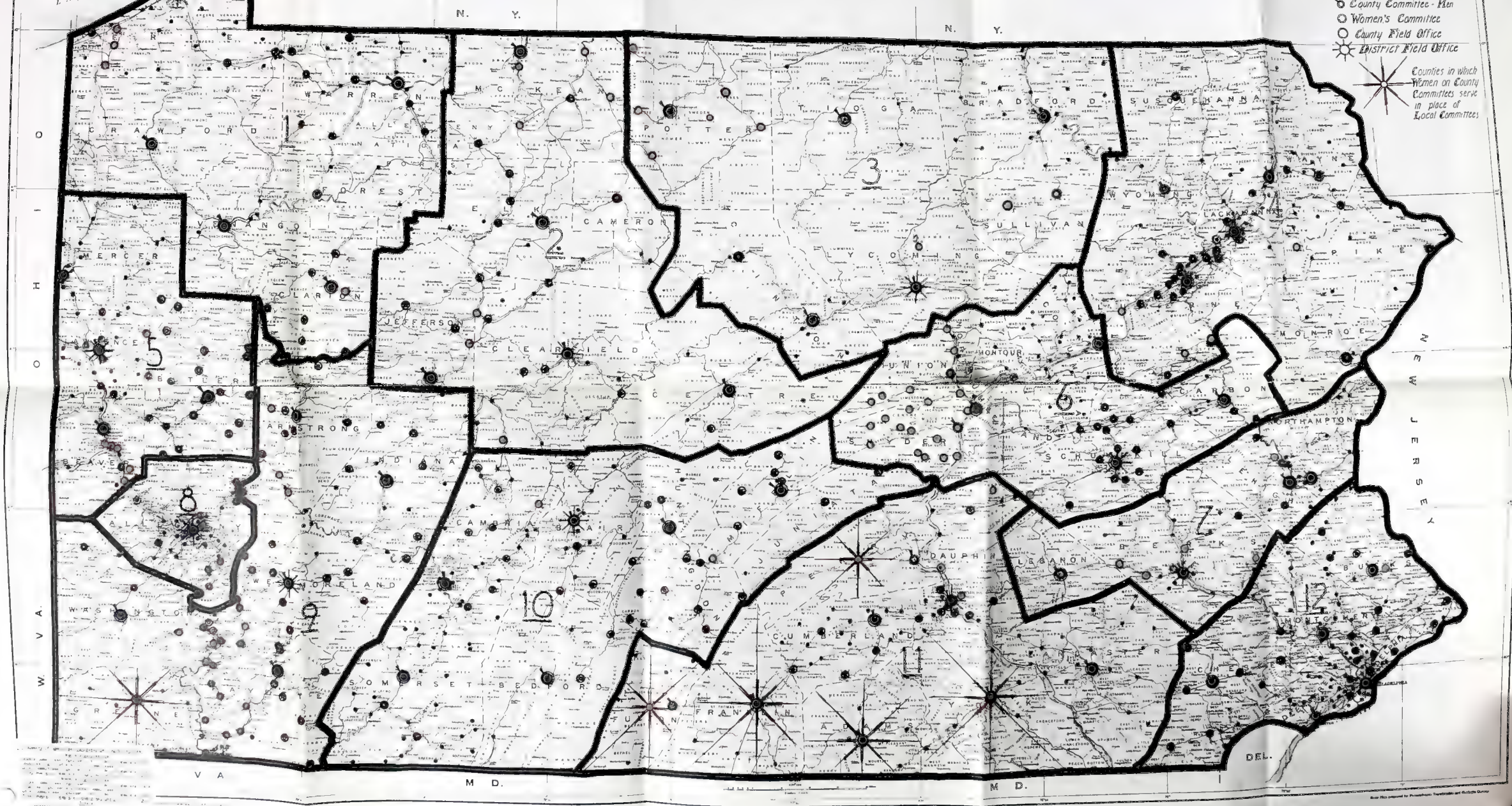
PENNSYLVANIA JOB MOBILIZATION PROGRAM

W. H. Fuller
Chairman

Date _____

Wm A Hemphill
Executive Director

PENNSYLVANIA JOB MOBILIZATION COMMITTEE
-- FIELD DISTRICTS --



could be made under conditions as they then existed. Those appointed were urged to make every possible effort to stimulate an increase in employment without partisanship or prejudice. A plan of organization was simply and honestly conceived, in the hope that those people enlisted in the Campaign would properly represent a cross-section of people in every walk of life who held a great civic interest in the well-being of the people of Pennsylvania and the economic future of the State.

All efforts were directed from November 1, 1939 to the completion of the state-wide and County organizations to the end that the Campaign might begin to function in every section of the State soon after November 15, 1939. Then, as the super-structure of the State and County far-flung organization began to take shape, the appointment of Local Committees began.

As County Committees sent in the names of their appointments of Local Committee members, confirmation of these appointees was made immediately and a certificate of appointment (see Page 18) was mailed to each Local Committee member. The extent to which County and Local Committees were organized, together with the location of these committees and the location of our field offices, are shown on the map on Page 19.

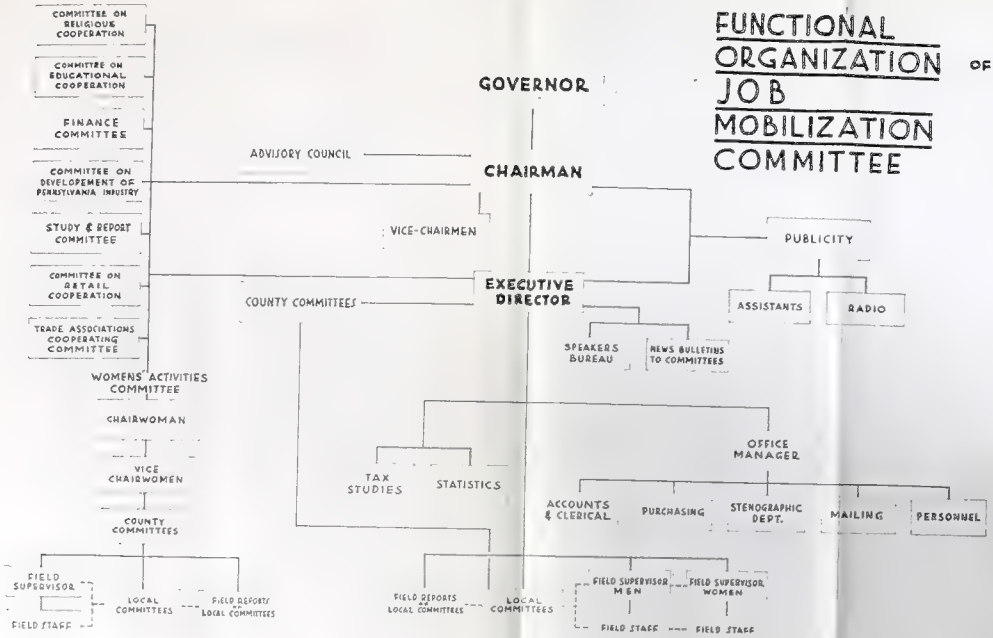
FUNCTIONAL ORGANIZATION

The following functional organization plan (Page 21) together with the duties assigned, was adopted:

Chairman

The Chairman was appointed by and responsible to the Governor. The Chairman was in general charge of the program. The appointment or removal of committee members or employees was subject to the Chairman's final approval. The Chairman determined policy and procedure from time to time.

FUNCTIONAL ORGANIZATION OF THE JOB MOBILIZATION COMMITTEE



He might request the Governor to appoint as many members of the Advisory Council and as many Job Mobilization Committee Vice-Chairmen as might be necessary. These men were to act as advisors and aids to the Chairman, assist in the work of the Campaign, and contact civic and labor groups with the view to stimulating reemployment. The members of the Advisory Council and the Vice-Chairmen were to serve the same as the Chairman -- without pay.

Executive Director

The Executive Director was appointed by and was responsible to the Chairman. He was the directing head of the Campaign in addition to having control over expenditures, office routine, field men, all other personnel, County and Local Committees, and other duties as specified. He was to direct the activities toward securing facts regarding relief costs, reemployment opportunities, make such special studies as were deemed advisable, and coordinate the efforts of the Campaign toward reemployment with the assistance of the State Employment Service of the Department of Labor and Industry. In this connection, and as a gauge to potential employment, it was considered valuable to initiate an immediate survey of trade associations as to the prospects for the next few months of probable reemployment in business and industry within the State.

Publicity Director

The Publicity Director was responsible to the Chairman and to the Executive Director. With a staff of four assistants he was to work in cooperation with the various committees of the Job Mobilization Campaign, specifically to see that the public was truthfully informed of the facts and progress of this program. Each County Committee was authorized to appoint a local Publicity Representative to work in cooperation with the Headquarters Publicity Department and County and Local Committees.

(For personnel and duties see under "Publicity", (Page 173.)

Advisory Council

Members of the Advisory Council were selected by the Governor and the Job Mobilization Committee Chairman, and appointed by the Governor. Additional members were appointed from time to time by the Governor. Members of the State Advisory Council were to attend a conference of the Job Mobilization Program at the Capitol, on the call of the Governor or the Chairman. The Chairmen of all County Committees were members of the Advisory Council. Members of the Council were expected to assist the Chairman and the Executive Director as requested from time to time, and in general to advise the Chairman and the Executive Director as to the conduct of the Campaign. They, likewise, were expected to assist the Local Committees appointed in the various communities throughout the State.

State-wide Committees

The Chairman and members of the State Committees were appointed by the State Chairman. In some instances the Committee Chairman appointed additional members as needed. Each Committee consisted of as many members as necessary to represent properly a cross-section of the industry or vocation for which the committee was set up. Members of these committees were expected to assist the Chairman and the Executive Director as requested from time to time in advising and/or directing the furtherance of the program in their particular industries or vocations.

These committees and their functions were as follows:

Committee on Religious Cooperation

Membership of this committee represented a cross-section of the leaders of the various Religious Organizations of the Commonwealth. The purpose of the Committee was to disseminate information as to the objectives of the Job Mobilization Campaign through the ministers of the

churches as far as practicable and to enlist the interest, sympathy, and active participation of the people of the different religious denominations in the various communities of the State.

Educational Cooperation Committee

The membership represented a cross-section of the educational system and the business and industry of the Commonwealth. The purpose of this Committee was:

1. To serve as a source for ideas and plans for use as a basis of the work for the other committees of the Job Mobilization Program.

2. To carry out plans in relation to publicity through schools and colleges so as to help educate the public in the whole program.

3. More materially, perhaps, that the educational authorities may be of assistance in developing work opportunities, where possible, through pushing construction programs ahead, developing modernizing and renovizing activities and thus increasing work opportunities.

4. To attempt to stimulate graduating students in the creation and development of their own job opportunities.

5. To direct its attention, in general, to the development of job opportunities for the boys and girls and the men and women who are graduating from Pennsylvania schools and colleges, and who find placement difficult.

6. To promote in every possible way the entire question of placement for the graduates of schools and colleges.

Finance Committee

The purpose of this committee was to raise funds by private donation to defray the expenses incidental to the Campaign.

Study and Report Committee

This committee was to correlate the results of the program as it progressed, make recommendations on procedure, and finally summarize the work. The committee was to make reports to the Chairman and such government agencies as the Governor desired on constructive developments of the program.

Committee on Retail Cooperation

Membership was confined to persons associated with retail trade and particularly included presiding officers of retail associations. The purpose of this committee was to stimulate employment in retail stores throughout the Commonwealth, particularly after the Christmas Holidays, to stimulate special sales in retail stores, and encourage the introduction of new lines of merchandise. This committee cooperated through their advertising media in the dissemination of information on the Job Mobilization Program.

Trade Associations Cooperating Committee

This committee was composed of representatives or presiding officers of the various Trade Associations throughout the Commonwealth. This Committee was organized to:

1. Acquaint the members of their respective associations with the objectives of the Job Mobilization Program and secure the cooperation of such members in the stimulation of reemployment and creation of new jobs.

2. Make a survey of business and employment conditions throughout the Commonwealth.

3. Urge the members of their Association to increase maintenance programs and set ahead construction programs to provide employment.

4. Assist through the medium of advertising the publicity campaign carried on by the State Headquarters.

5. Acquaint their membership with the relief and taxation problem of the State.

Committee on the Development of Pennsylvania Industry

The membership of this committee and its sub-committees included men representative of the business and industrial interests of the State and represented a cross-section of the major industries of the State. The duties of this committee and the sub-committees appointed were:

1. To assist the Chairman and Executive Director in carrying out the objectives of the Job Mobilization Program.

2. To develop ideas and suggestions for the expansion of industry within the State and thus to stimulate employment.

3. To acquaint other members of their particular industry with the relief and taxation problem of the Commonwealth and coordinate the efforts of their particular industry in furthering reemployment.

4. To stimulate delayed maintenance programs and the setting forward of contemplated construction programs within their industry to provide reemployment.

The Sub-Committees appointed by the Chairman of this committee were as follows:

1. Committee on Utility Industry
2. Committee on Steel Industry
3. Committee on Petroleum Industry
4. Committee on Anthracite Coal Industry
5. Committee on Bituminous Coal Industry
6. Committee on General Manufacturing
7. Committee on Heavy Manufacturing
8. Committee on Building Trades & Allied Manufacturing
9. Committee on Railroad Transportation
10. Committee on Motor Truck Transportation
11. Committee on Research Laboratories
12. Committee on Deans of Engineering Colleges

Women's Activities Committee

The Chairman and Vice-Chairmen of the State Women's Activities Committee were appointed by the Chairman of the State Job Mobilization Committee. This committee was composed of the presiding officers of ten state-wide women's organizations as previously listed in this section for organization of Women's County Committees.

The Chairman and Vice-Chairmen designated the representatives of their respective organizations in each county who then were appointed by the State Chairman of the Women's Committee and the Executive Director. The Chairman and Vice-Chairman of each Women's County Committee were de-

signated for appointment by the State Chairman of Women's Activities.

The purposes for which the Women's Activities Committee was appointed were:

1. To carry on the objectives of the Job Mobilization Program through the cooperation of the various women's groups.

2. To carry on an educational campaign on the relief and taxation problems of the State.

3. To organize and promote a Renovize Campaign to create new business.

4. To stimulate the cooperation of the women of the State in the employment of unskilled domestics and other employment possibilities for women.

5. To promote the training of better domestic personnel either through employment of unskilled domestics in the home or through the promotion of domestic training programs with the assistance of the public schools, W.P.A. and N.Y.A.

County Committees (County Organizing Boards)

Separate County Committees were appointed among the men and women and separate campaigns were conducted. Although the principal objectives of the respective campaigns were the same and in many counties the committees functioned together, nevertheless the Women's Committees generally concentrated on the problem of creating job opportunities for women.

The method by which the Women's County Committees were appointed has been previously described.

The members of the Men's County Committees were appointed by the Governor and consisted of not less than five members, but were larger in membership if desired. Additional members suggested by the County Committee Chairmen were appointed whenever submitted.

The Chairman of each County Committee was a member of the State Advisory Council.

The County Committee members were selected from:

Veterans' Organizations
Labor Organizations
State Chamber of Commerce
Pennsylvania Manufacturers Association
Pennsylvania Bankers Association

Each County Committee, both men and women, as speedily as possible, selected and appointed as many local committees in the various sections of the county as seemed practical and advised the Executive Director of such appointments. Such appointments were confirmed by the Executive Director and a certificate of appointment was mailed to each member of the Local Committees. The Chairman of each Local Committee was appointed by the County Chairman. When the Renovize Campaign was launched, the County Chairmen were requested to appoint a Chairman of a sub-committee to the County Committee to direct the activities of the Renovize Program. Confirmation of such appointments were made by the Executive Director.

The County Committee was the "spark plug" of the Campaign and continuously urged the Local Committees to greater action. Regular bi-weekly meetings of the County Committees were generally held in order to further the purposes of the program and to keep members advised as to the progress of the Campaign. The County Committees planned rallies which members of the Local Committees were requested to attend. The County Committees likewise handled all publicity relative to the Campaign in their respective counties and assisted the Local Committees by serving in an advisory capacity.

The County Committees were to survey the employment possibilities in their county and furnish ideas and methods to pursue in creating employment and provide such other information as was requested by Local Committees. They assisted in ironing out difficulties between Local Committees and employers and, where necessary, appointed new Local Committees to supersede Local Com-

mittees which were not actively carrying on the program. Where funds were necessary for the Campaign expenses within the County, the various County Committees were to raise by voluntary contributions from business or individuals a sum up to a total of $500. Any sum above this figure was to have specific approval from the Chairman. In general, the County Committees were responsible for the conduct of the Campaign within their respective counties.

Local Committees

Appointment of Local Committee members was made as previously described. The selection was on such a basis as to represent an area small enough for the members to cover with their local knowledge such local political units as townships, boroughs, wards, etc. The Local Committees, where feasible, consisted of five or more members selected from business, labor, and civic groups with care given to appointing persons who would devote the necessary time and energy for the success of this effort. The Local Committees operated under the direction of not only the County Committees but the Executive Director and such field men as the Director designated. The Executive Director provided necessary information to the Local Chairmen as to procedure and method of conducting the Campaign in their locality. The purpose of the Local Committees was to acquaint themselves with reemployment opportunities in the area through:

1. Personal contacts with employers who act for themselves as individuals and with executives of firms in an effort to stimulate additional employment.

2. A study of job possibilities by enlisting the cooperation of employers in advancing construction schedules for plant expansion, and plant maintenance and repair work.

3. Urging citizens in their immediate communities to back a Renovize Campaign.

4. A study of ways and means of reducing the relief expenditures in a particular area.

5. Stimulating constructive publicity.

Local Committees were to plan their Campaign to meet the conditions found within the local community, keeping in mind the general objectives and the procedure designated by the Executive Director. They were to advise the Executive Director of plans which had proved successful in their areas so that their ideas could be adopted on a state-wide basis as far as possible. They were to make periodic reports on designated forms as to the results of the Campaign in their area. They were to consult frequently with the County Committees and the County Boards of Assistance, Chambers of Commerce, the various Trade Associations, and the State Employment Service concerning ways and means of employment efforts in their areas.

Where finances were required to defray expenses, Local Committees were authorized by their County Chairman to raise locally by subscription funds up to and not in excess of $200.

The principal accomplishments under the Campaign were expected to be realized through the efforts of the Local Committees due to their knowledge of local affairs and conditions and their facility for determining potentialities of reemployment.

The primary purpose in creating Local Committees was to provide for an attack upon the problems of unemployment and relief on intimate ground.

Field Representatives

In organizing the Job Mobilization Field Staff the Executive Director, before making selections, interviewed in Harrisburg various Supervisors, District Managers, several Office Managers, and women in key positions in the State Employment Service. The State was divided into twelve districts corresponding to the districts designated by the State Employment Service. The persons selected as Field Representatives for these areas were assigned to the Executive Director by the State Employment Service. The organization of the Field Staff and per-

sonnel assigned by the State Employment Service was as follows:

The Supervisor of Men's Field Representatives who was a member of the Headquarters Staff of the Executive Director

The Supervisor of Women's Field Representatives who was a member of the Headquarters Staff of the Executive Director

Fifteen men Field Representatives

Fourteen women Field Representatives

In addition to the Field Representatives, there were seventy-five men and women members of the State Employment Service Field Staff of the local Employment Offices who, under the supervision of the Field Representatives of their districts, devoted part-time to the activities of the Campaign. The Field Representatives worked directly under the supervision of the Executive Director. The functions of the Field Representatives were:

1. To represent the Executive Director in an advisory capacity in assisting County and Local Committees in the determination of job and business opportunities.

2. To enthuse, stimulate, and urge greater activity on the part of Local Committees and at all times strive to prime the pump of activity.

3. To act as liason between the State Employment Office, the County Boards of Assistance and the County Committees and the Local Committees and such other agencies as were cooperating in the Campaign.

4. To assist the County Committees (Organizing Boards) in the selection of those areas in which Local Committees should be established by acquainting the Committees with the unemployment situation within the County and within the political sub-divisions.

5. To be familiar with the problems of relief and unemployment and interpret to the Local Committees the use of employment information available in the office of the State Employment Service, County Boards of Assistance, and W.P.A. district headquarters.

6. To discuss with Local Committees all feasible opportunities for additional employment and to report to the Executive Director those opportunities that appeared most promising.

7. To explain the policies and procedure of the Job Mobilization Committee before various groups cooperating in the Campaign.

8. To explain the use and value of placement reports Parts I, II, and III, and to stress with the Local Committees, employers, and employment agencies the importance of prompt reporting.

9. To coordinate the efforts of the Local Committees and the local Employment Offices within their jurisdiction.

10. To make addresses before various groups, arrange for radio broadcasts of speeches and forum discussions, cooperate on local publicity as requested by the Publicity Director and generally to "captain" the activities and to coordinate all efforts within their jurisdiction.

11. To correlate results of Campaign progress in the various local areas and report weekly to the supervisor of the Field Staff on the activities and progress of the various Local Committees in their area.

The functions and duties of the supervisors of the Field Staff were as follows:

1. To serve as a member of the staff of the Executive Director and to advise him relative to employment and economic conditions in the various districts.

2. To serve as a member of the Speakers Bureau.

3. To coordinate the activities of the Field Staff.

4. To correlate the results of the Campaign as it progressed and submit a weekly report of activities of all County and Local Committees to the Executive Director.

Members of the Field Staff were direct representatives of the Executive Director in the field and it was upon them whom he relied for information as to the functioning of the various committees and the progress of the Campaign.

<u>County Boards of Assistance</u>

The Executive Director of each County Board of Assistance was an ex-officio member of each County Committee. Their special assignment was to advise the County Committees relative to the relief problems in their respective counties and to furnish such information as was required relative to the available employable people receiving relief.

PERSONNEL ORGANIZATION OF JOB MOBILIZATION COMMITTEE

Under the previous report heading "Plan and Method of Organization" and "Functional Organization," the method of selecting the personnel of the committees and the functions which the personnel performed were fully described.

An examination of the organizational set-up indicates the extent to which every phase of the State's business and economic life was blended into the Job Mobilization Campaign. The thousands of volunteer workers who served without pay even volunteered to raise locally the necessary funds for incidental expenses such as postage, clerical help, telephone service, etc. Only those persons who were loaned by State Departments to the Headquarters and Field Staffs of the Job Mobilization Committee were paid out of State funds and this expense was held to a minimum.

The personnel organization is presented in the following pages so that a complete record may be preserved of those people who so faithfully served in this great civic program.

Following is the complete personnel of the Job Mobilization Committee:

Administration

Chairman - Walter H. Fuller of Philadelphia, President of the Curtis Publishing Company

Executive Director - William A. Hemphill, Engineer on the staff of Day & Zimmermann, Inc., Philadelphia

Headquarters Staff

Executive Director's Office

Executive Director - William A. Hemphill (Salary $1.00 per year)

Office Manager - W. L. White (Loaned by the Department of Public Assistance)

Headquarters Staff (Continued)

Executive Director's Office

Acting Supervisor of Men Field Representatives	- H. Raymond Mason, succeeded by M. F. Null, Jr. February 26, 1940 (Loaned by State Employment Service)
Acting Supervisor of Women Field Representatives	- Kathryn Ammon (Loaned by State Employment Service)

Publicity Department

Publicity Director	- George I. Fisher (Loaned by Department of Highways)
Assistant	- L. R. Lindgren (Loaned by Employment Board for the Department of Public Assistance)
Assistant	- Donald M. Cresswell (Paid out of private funds)
* Assistant	- William Sparks (Paid out of private funds)
Assistant	- Will Jewett (Paid out of private funds)
Manager of Speaker's Bureau	- Edward W. Jacobs (Paid out of private funds)

Statistical Department

Director	- Robert P. Wray (Loaned by Department of Public Assistance)
Assistant Director	- Harold Coleman (Loaned by Department of Public Assistance)

Stenographic and Mailing Department

Supervisor	- Philip Boeman (Loaned by Department of Public Assistance)

---

* Mr. Sparks resigned towards end of Campaign, and was succeeded by Mr. Jewett.

*****

(In addition a complement of stenographers, typists, clerks, machine operators and messengers were loaned to the Campaign by the Department of Public Assistance. The number of these varied according to the volume of work to be done and ranged from a few at the beginning of the Campaign to forty-three at the peak.)

ADVISORY COUNCIL

Harry Batten, N. W. Ayer & Son, Inc., Philadelphia
Dr. John G. Bowman, University of Pittsburgh, Pittsburgh
Frank Brooks, President, First National Bank, Pittsburgh
James T. Buckley, President and Treasurer, Philadelphia Storage Battery Company, Philadelphia
Edward G. Budd, President, Edward G. Budd Company, Philadelphia
Heath S. Clark, President, Rochester & Pittsburgh Coal Company, Indiana
W. W. Clement, President, Pennsylvania Railroad, Philadelphia
W. G. Conover, President, Pennsylvania Laundryowner's Association, Philadelphia
L. H. Grubb, President, Philco Radio Company, Philadelphia
A. M. Doll, Lovell Manufacturing Company, Erie
Benjamin F. Fairless, President, United States Steel Corporation, Pittsburgh
Edward L. Fuller, President, International Salt Company, Scranton
Dr. Thomas S. Gates, President, University of Pennsylvania, Philadelphia
Joseph R. Grundy, Pennsylvania Manufacturers' Association, Philadelphia
Howard J. Heinz, President, H. J. Heinz Company, Pittsburgh
Dr. Ralph D. Hetzel, President, Pennsylvania State College, State College
Otto G. Hitchcock, Secretary and General Manager, Hays Manufacturing Company, Erie
Roy A. Hunt, President, Aluminum Company of America, Pittsburgh
Edgar Kauffman, President, Kauffman Department Store, Pittsburgh
George Ketchum, Ketchum, McCloud and Grove, Koppers Building, Pittsburgh
H. K. Laros, President, H. K. Laros Silk Company, Bethlehem
Al Paul Lefton, Al Paul Lefton and Company, Suburban Station Building, Philadelphia
R. E. Lewis, President, Jones and Laughlin Steel Corporation, Pittsburgh
C. R. Lindback, Abbotts Dairies, Philadelphia
Edward Linsky, State Adjutant, American Legion, Department of Pennsylvania, 118 S. Third Street, Philadelphia
Albert M. Linton, President, Provident Mutual Life, Philadelphia
Thomas B. McCabe, President, Scott Paper Company, Chester
Samuel Messer, President, Quaker State Oil Refining Company, Oil City
Franklin Moore, Manager-Director, Penn Harris Hotel, Harrisburg
J. D. A. Morrow, President, Pittsburgh Coal Company, Pittsburgh
J. Howard Pew, President, Sun Oil Company, Philadelphia
Frank R. Phillips, President, Philadelphia Company, Pittsburgh
Preston A. Paul, Treasurer, Pennsylvania Druggists Association, Conemaugh
Thomas S. Quinn, Treasurer, Lebanon Steel Foundry, Lebanon
Sayre Ramsdell, Vice-President, Philco Radio Company, Philadelphia
H. W. Reed, Vice-President, Standard Sanitary Corporation, Pittsburgh
George L. Russell, Jr., President, John B. Stetson and Company, Philadelphia
F. Carter Schaub, General Manager of Philadelphia Mail Order Store, Sears-Roebuck and Company, Philadelphia
E. N. Scheer, President, Reading Company, Philadelphia
Bernard Segal, Attorney, 1719 Packard Building, Philadelphia
Lawrence Sheppard, Sheppard and Myers, Hanover
W. G. Shipley, President, York Ice Machinery Company, York
Colonel Ernest G. Smith, Times Leader, East Market Street, Wilkes-Barre
Philip C. Staples, President, Bell Telephone Company, Philadelphia
John Stevenson, President, Penn Mutual Life Insurance Company, Philadelphia
C. L. Suhr, Chairman of Board, The Pennzoil Company, Oil City
J. T. Tierney, President, Koppers Company, Pittsburgh

ADVISORY COUNCIL (Continued)

Ferdinand Thun, President, Berkshire Knitting Company, Reading
William R. Waldeisen, President, Williamsport Narrow Fabric Company Williamsport
R. T. Weir, Chairman of Board, National Steel Company, Pittsburgh
H. S. Wherrett, President, Pittsburgh Plate Glass Company, Pittsburgh
W. S. Zerung, President, Pennzoil Company, Oil City
John E. Zimmerman, President, United Gas Improvement Company, Philadelphia

VICE-CHAIRMEN, JOB MOBILIZATION COMMITTEE

William C. Arthur, Vice-President and Secretary, Talon Fastener Company, Meadville (President, Pennsylvania State Chamber of Commerce)
Colonel V. A. Carroll, Past National Vice-Commander, The American Legion, Lincoln-Liberty Building, Philadelphia
Colonel J. F. Drake, President, Gulf Oil Corporation, Pittsburgh
Dr. Leonard P. Fox, Pennsylvania State Chamber of Commerce, Harrisburg
A. A. Garthwaite, Lee Tire and Rubber Company, Conshohocken
Eugene G. Grace, President, Bethlehem Steel Company, Bethlehem
Dr. R. D. Hetzel, President, Pennsylvania State College, State College
Edward Hopkinson, Jr., Drexel and Company, 15th and Walnut Streets, Philadelphia
Horace P. Liversidge, President, Philadelphia Electric Company, Philadelphia
Mrs. F. Earle Magee, President, Pennsylvania Federation of Women's Clubs, 116 Wyllis Street, Oil City
Richard K. Mellon, President, Mellon National Bank, Pittsburgh
Harry Moses, President, H. C. Frick Coal Company, P. O. Box 386, Pittsburgh
J. H. Oliver, Vice-President, Glen Alden Coal Company, Scranton
Mrs. James P. Paul, President, American Legion Auxiliary, York
Charles Penrose, Vice-President, Day & Zimmermann, Inc., Philadelphia
Lloyd C. Pike, Department Commander, Veterans of Foreign Wars, 306 Dauphin Building, Harrisburg
H. W. Prentis, Jr., President, Armstrong Cork Company, Lancaster
Miss Helen E. Reeler, President, Pennsylvania Federation of Business and Professional Women, Box 452, Meadville
A. W. Robertson, Chairman of Board, Westinghouse Electric Company, Pittsburgh
W. R. Rohrbach, Treasurer and General Manager, The Sunbury Water Company, 503 Market Street, Sunbury
Ted Schlanger, District Manager, Warner Brothers Circuit Management Corporation, 1028 Market Street, Philadelphia
J. Hale Steinman, President, Pennsylvania Newspaper Publishing Association Lancaster
Edward R. Stirling, Department Commander, The American Legion, Vandergrift
Ernest T. Trigg, President, National Paint, Varnish and Lacquer Association, Philadelphia
Clarence L. Turner, Turner, Crook and Lebley, 1530 Chestnut Street, Philadelphia
Ralph E. Weeks, International Text Book Company, Scranton
Norman Wilson, Hammermill Paper Company, Erie
John S. Wise, Jr., President, Pennsylvania Power and Light Company, Allentown
Irwin D. Wolf, Kauffman Department Stores, Inc., Pittsburgh
Gifford K. Wright, President, Pennsylvania Bar Association, Pittsburgh
Charles Zimmerman, President, First National Bank, Huntingdon

General Committee for Development of Pennsylvania Industry

E. R. Stirling, Branch Manager, Stirling Oil Division, Quaker State Oil Company, Commander, Pennsylvania State Department of American Legion, Vandergrift, Chairman

Norman Wilson, Hammermill Paper Company, Erie
Harry Moses, H. C. Frick Coal Company, Pittsburgh
Charles Penrose, Vice-President, Day & Zimmermann, Inc., Packard Building, Philadelphia
John S. Wise, Jr., President, Pennsylvania Power & Light Company, 9th & Hamilton Streets., Allentown
Philip C. Staples, President, Bell Telephone Company of Pennsylvania, Philadelphia
Vincent A. Carroll, The American Legion, Lincoln-Liberty Building, Philadelphia (Past National Vice-Commander)
J. Guy Griffith, J. Guy Griffith Company, Pittsburgh
Dr. John A. Goff, Dean of the Towne Scientific School, University of Pennsylvania, Philadelphia
Henry Roemer, President, Pittsburgh Steel Company, Grant Building, Pittsburgh
W. T. Mossman, Manager, Public Relations, Jones & Laughlin Steel Company, Pittsburgh
H. W. Prentis, Jr., President, Armstrong Cork Company, Lancaster
Donald Markle, President, Jeddo-Highland Coal Company, Hazleton
Cadwalader Evans, Vice-President & General Manager, Hudson Coal Company, Scranton
Edward Griffith, Vice-President & General Manager, Glen Alden Coal Company, Wilkes-Barre
J. B. Warriner, President, Lehigh Navigation Coal Company, Inc., Lansford
J. Howard Pew, President, Sun Oil Company, Philadelphia
E. R. Weidlein, Director, Mellon Institute of Industrial Research, University of Pittsburgh, Pittsburgh
Dr. Frank C. Whitmore, Dean of Chemistry & Physics, Pennsylvania State College, State College
E. W. Prisk, Assistant to the President, Bell Telephone Company of Pennsylvania, Philadelphia
Heath S. Clark, President, Rochester & Pittsburgh Coal Company, Indiana
Charles E. Brinley, President, Baldwin Locomotive Works, 1[illegible] S. Broad Street, Philadelphia
Charles K. West, Vice-President, General Electric Company, Mitten Building, Philadelphia
J. K. B. Hare, District Manager, Central District, Westinghouse Electric & Manufacturing Company, Union Bank Building, Pittsburgh
Robert H. Culley, The Atlantic Refining Company, 260 S. Broad Street, Philadelphia
Phillip P. Peters, Pennsylvania Independent Oil Company, 434 N. 12th Street, Allentown
Samuel F. Miness, General Manager, Leaman Transportation Co., Inc., Downingtown
George H. Love, President, Union Collieries Company, Oakmont
Frank St. Clair, Jr., General Manager, Berwick Lumber & Supply Company, Berwick
W. Edwin Green, Lawrie & Green, 111 S. Front Street, Harrisburg
Joseph M. Young, Lehigh Portland Cement Company, Allentown

Utilities - Sub-Committee for the Development of Pennsylvania Industry

John S. Riss, Jr., President, Pennsylvania Power & Light Company, 9th & Hamilton Streets, Allentown, Chairman

Horace P. Liversidge, President, Philadelphia Electric Company, Philadelphia
Frank M. Phillips, President, Duquesne Light Company, Pittsburgh
J. H. Shearer, President, Pennsylvania Edison Company, Altoona
H. L. Mitchell, President, West Pennsylvania Power Company, 14 Wood Street, Pittsburgh
Duncan T. Campbell, President, Scranton Electric Company, Scranton
Louis B. Round, Vice-President & General Manager, Pennsylvania Power Company, New Castle
E. W. Werner, Vice-President & General Manager, Metropolitan Edison Company, Reading
F. J. Morrissy, Vice-President, Associated Gas & Electric Company, 61 Broadway, New York City
George M. Keenan, Manager, Industrial & Commercial Sales Department, Pennsylvania Power & Light Company, Allentown
A. B. Miller, Secretary, Pennsylvania Electric Association, Harrisburg
F. M. Gadsden, Vice-President, United Gas Improvement Company, 1401 Arch Street, Philadelphia

Steel Industry - Sub-Committee for Development of Pennsylvania Industry

Henry Reuter, President, Pittsburgh Steel Company, Grant Building, Pittsburgh, Chairman

W. T. Hoseman, Manager, Public Relations, Jones & Laughlin Steel Company, Pittsburgh
H. Edgar Lewis, President, Jones & Laughlin Steel Company, Pittsburgh
Garrett A. Connors, Vice-President, Pittsburgh Steel Company, Grant Building, Pittsburgh

Petroleum Industry - Sub-Committee for Development of Pennsylvania Industry

J. Howard Pew, President, Sun Oil Company, Philadelphia, Chairman
Robert H. Colley, Atlantic Refining Company, 260 S. Broad Street, Philadelphia, Vice-Chairman
Phillip P. Peters, Pennsylvania Independent Oil Company, 434 N. 12th Street, Allentown, Vice-Chairman
W. Purves Taylor, Associated Petroleum Industries, Harrisburg, Secretary

J. W. Butler, J. W. Butler Oil Corp., 58th & Schuylkill Ave., Philadelphia
F. W. Clark, Tide Water Associated Oil Company, 1616 Walnut Street, Philadelphia
R. E. Garrett, Gulf Oil Corp., 1515 Locust Street, Philadelphia
C. A. Giblin, Cities Service Oil Company, 14 S. 2nd Street, Harrisburg
A. B. Gorman, Standard Oil Company of Pennsylvania, Public Ledger Building, Philadelphia

Petroleum Industry - Sub-Committee (Continued)

N. M. Howard, American Oil Company, 84th & Grays Ferry Road, Philadelphia
C. C. Martin, Sinclair Refining Company, 12 S. 12th Street, Philadelphia
W. S. Wilcox, Socony-Vacuum Oil Company, Inc., 1500 Walnut Street, Philadelphia
H. K. Boos, The Texas Company, Broad Street & Nedro Avenue, Philadelphia
T. F. McGarey, The Petrol Corporation, 48th & Schuylkill River, Philadelphia

Anthracite Coal Industry - Sub-Committee for Development of Pennsylvania Industry

Donald Markle, President, Jeddo-Highland Coal Company, Hazleton, Chairman
Cadwalader Evans, Vice-President & General Manager, Hudson Coal Company, Scranton, Vice-Chairman
H. R. Gilbertson, Personnel Director, Lehigh Navigation Coal Company, Lansford, Secretary

Edward Griffith, Vice-President & General Manager, Glen Alden Coal Company, Wilkes-Barre
J. B. Warriner, President, Lehigh Navigation Coal Company, Inc., Lansford

Bituminous Coal Industry - Sub-Committee for Development of Pennsylvania Industry

Heath B. Clark, President, Rochester & Pittsburgh Coal Company, Indiana, Chairman
George H. Love, President, Union Collieries Company, Oakmont, Vice-Chairman

W. L. Affelder, Vice-President, Hillman Coal & Coke Company, Grant Building, Pittsburgh
H. H. Moore, President, C. A. Hughes & Company, Cresson
John B. Brunot, President, Irwin Gas Coal Company, 111 N. Main Street, Greensburg
Richard Peale, President, Peale, Peacock & Kerr, Inc., St. Benedict
Harry M. Moses, President, H. C. Frick Coal Company, Frick Annex Building, Pittsburgh

General Manufacturing Industry - Sub-Committee for Development of Pennsylvania Industry

H. B. Prentis, President, Armstrong Cork Company, Lancaster, Chairman
Chas. L. Stevenson, Pennsylvania Manufacturer's Association, Telegraph Building, Harrisburg, Secretary

H. P. Smith, Jr., Vice-President in charge of Manufacture, Armstrong Cork Company, Lancaster

Heavy Manufacturing - Sub-Committee for Development of Pennsylvania Industry

Charles H. Brinley, President, Baldwin Locomotive Works, 125 S. Broad Street, Philadelphia, Chairman
Charles K. West, Vice-President, General Electric Company, Bitter Building, Philadelphia, Vice-Chairman
J. K. H. Hare, District Manager, Central District, Westinghouse Electric & Manufacturing Company, Union Bank Building, Pittsburgh, Vice-Chairman
Charles Penrose, Vice-President, Day & Zimmermann, Inc., Packard Building, Philadelphia, Secretary

Herman S. Campbell, Vice-President in charge of Operations, Harbison-Walker Refractories Company, Pittsburgh
F. A. Meets, Vice-President & Treasurer, Meets Machine Company, Pittsburgh (Also West Homestead)
G. A. Blackmore, President, Westinghouse Air Brake Company, Pittsburgh
J. F. MacNulty, President, Pressed Steel Car Company, 2515 Grant Building, Pittsburgh
George T. Ladd, Chairman of Board, President & General Manager, United Engineering & Foundry Company, First National Bank Building, Pittsburgh
John T. Lawlor, Chairman of Board & President (or James H. Hinkley) Reading Hardware Corp., 8th & Willow Streets, Reading
Floyd L. Greene, President (or Stanley S. Furst), General Refractories Company, 1800 Real Estate Trust Building, Philadelphia
John G. Pew, President, Sun Shipbuilding & Dry Dock Company, Chester
Charles T. Ruhf, Vice-President in charge of Manufacturing, Mack Manufacturing Corp., Allentown
Mr. Gregson, Plant Manager, Hazard Insulated Wire Works, Wilkes-Barre
S. T. Nicholson, President, Vulcan Iron Works, Wilkes-Barre
Edwin Hodge, Jr., President, Greenville Steel Car Company, Greenville (Subsidiary of Pittsburgh Forgings Company)
Charles Pack, President, Doehler Die Castings Company, 566 Fourth Avenue, New York
Charles B. Gross, Vice-President & Treasurer, Heinz Manufacturing Company, Front & Olney Avenue, Philadelphia
W. D. Disston, Vice-President, Henry Disston & Sons, Inc., Tacony, Philadelphia
R. F. Runge, President, SKF Industries, Inc., American & Glenwood Avenues, Philadelphia
E. G. Budd, President, Edward G. Budd Manufacturing Company, 15th & Hunting Park Avenue, Philadelphia
Geo. L. Morehead, Vice-President, Link-Belt Company, 2045 Hunting Park Avenue, Philadelphia
A. T. Morris, Plant Manager, American Chain & Cable Company, Inc., York

Building Trades and Allied Manufacturing - Sub-Committee for Development of Pennsylvania Industry

Frank St. Clair, Jr.,General Manager, Berwick Lumber & Supply Company, Berwick, Chairman
M. Edwin Green, Laurie & Green, 111 S. Front Street, Harrisburg, Vice-Chairman
Joseph W. Young, Lehigh Portland Cement Company, Allentown, Vice-Chairman
Charles F. Puff, Jr., Executive Secretary & General Manager, Associated General Contractors of America, Inc., 210 Walnut Street, Harrisburg, Secretary

Building Trades and Allied Manufacturing - Sub-Committee (Continued)

Dominic Navarro, Navarro Corp., 6219 Broad Street, Pittsburgh
A. E. Upton, Upton-Lang Company, 1008 Commerce Building, Erie
Abner M. Young, President, Home Builders Association of Allegheny County, 612 Plaza Building, Pittsburgh
Ralph Ritter, Ritter Brothers, 1511 N. Cameron Street, Harrisburg
H. C. Turner, Jr., Turner Construction Company, Architects Building, Philadelphia
William Park, Park & Company, 1700 Benson Street, Philadelphia
Carl Metz, President, Home Builders Association of Philadelphia & Suburbs, 6701 N. Broad Street, Philadelphia
Henry Y. Shaub, President, Pennsylvania State Chapter, American Institute of Architects, 20½ Queen Street, Lancaster
John Hunter, Hunter & Caldwell, Altoona
Robert Hall Craig, President, Pennsylvania Society of Professional Engineers, State Chamber of Commerce Building, Harrisburg
John M. Rice, 2508 Grant Building, Pittsburgh
Frank E. Hahn, 1700 Walnut Street, Philadelphia
W. V. Pangborne, President, W. V. Pangborne & Company, Inc., 1925-27 N. Montgomery Avenue, Philadelphia
John H. Willer, 1430 N. Third Street, Harrisburg
James H. Lutz, Jr., 140 Paxton Street, Harrisburg
Paul Herre, 7th & Emerald Streets, Harrisburg
Daniel J. Quinn, Standard Sanitary Manufacturing Company, 22nd & Walnut Streets, Philadelphia
James Noonan, American Radiator Company, 22nd & Walnut Streets, Philadelphia
A. E. Douglass, President, Allentown Portland Cement Company, 126 Bridge Street, Catasauqua
F. G. McKelvy, President, Alpha Portland Cement Company, 15 S. Third Street, Easton
D. J. Uhle, Vice-President, Coplay Cement Manufacturing Company, Coplay
Charles F. Conn, President, Giant Portland Cement Company, 608-610 Pennsylvania Building, Philadelphia
J. H. Hillman, Jr., President, Green Bag Cement Company of Pennsylvania, 1905 Grant Building, Pittsburgh
Joseph Brobston, President, Hercules Cement Corp., 1700 Walnut Street, Philadelphia
Harold E. Scott, President, Keystone Portland Cement Company, 1400 S. Penn Square, Philadelphia
W. E. Richardson, President, National Portland Cement Company, 420 Bourse Building, Philadelphia
E. D. Phillips, President, West Penn Cement Company, 225 N. Main Street, Butler
L. F. Lentz, President, Whitehall Cement Manufacturing Company, Fidelity-Philadelphia Trust Building, 135 S. Broad Street, Philadelphia
Ernest Muehleck, President, Keasbey & Mattison Company, Ambler
H. N. Wehe, President, Overly Manufacturing Company, Greensburg
C. L. Juers, Vice-President, Hyde-Murphy Company, Ridgway
D. C. Asper, President, The Penn Tile Works Company, Adams County, Aspers
R. E. Comrey, The Aquaber Company, Ferry Building, Philadelphia
Wm. H. Mohr, Plant Manager, Lehigh Structural Steel Company, Allentown
Joseph M. Adam, Representative, Crane Company, 848 Walton Street, Lemoyne
J. Neill Armstrong, Vice-President & General Manager, Conkling Armstrong Terra Cotta Company, Wissahickon Avenue at Juniata Street, Philadelphia

Building Trades and Allied Manufacturing - Sub-Committee (Continued)

George Kelly, Robertson Art Tile Company, Morrisville
F. W. Wagner, Vice-President & General Manager, Haslett Chute & Conveyor Company, Oaks
Edward McCrady, Jr., McCrady-Rodgers Company, 360 Fourth Avenue, Pittsburgh
Russell E. Crawford, Secretary, Thrift Magnesia Manufacturing Company, Valley Forge
G. R. Brandin, General Manager, Kane Manufacturing Corp., Kane
Joseph B. Long, Victor V. Glad Company, 117-21 S. 11th Street, Philadelphia
William A. Kitto, General Manager, Structural Slate Company, Pen Argyl
H. A. Johnson, c/o Spencer Heater Division, Williamsport
J. F. Tesik, Safety & Personnel Director, Central Iron & Steel Company, Harrisburg
Clifford J. Backstrom, Vice-President & General Sales Manager, Armstrong Cork Company, Lancaster
D. E. Fanning, Sales Manager, Titusville Iron Works Company, Titusville
A. H. Buell, President, National Saylegrip Company, Inc., 1711 Ash Street, Erie
F. F. Finn, Jr., Barrett Company, 56th & Grays Ferry Avenue, Philadelphia
E. E. Wilkinson, Assistant Manager, Philadelphia District, Johns-Manville, 967 Broad Street Station Building, Philadelphia
Harold E. Tippett, Majoca Corp., Walnut Street Bridge at 61st Street, Philadelphia
David J. Crane, Kilper Company, Ford City
Robert S. Waters, President, National Radiator Company, Johnstown
C. F. Jarden, Managing Director, The Sherwin-Williams Company, 401 N. Broad Street, Philadelphia
H. J. Norris, U. S. Gypsum Company, 1616 Walnut Street, Philadelphia

Railroad Transportation - Sub-Committee for Development of Pennsylvania Industry

C. A. Fisher, Chairman, Associated Railroads of Pennsylvania, Reading, Chairman
R. C. Morse, Vice-President, Pennsylvania Railroad, Philadelphia, Vice-Chairman
J. D. Belts, General Superintendent, Baltimore & Ohio Railroad, Pittsburgh, Vice-Chairman
W. V. Bates, Assistant to General Manager, Delaware & Hudson Railroad, Albany, New York, Vice-Chairman
W. C. Barrett, Chief of Personnel, Lehigh Valley Railroad, Bethlehem, Vice-Chairman

F. I. Snyder, Vice-President & General Manager, N. & L. E. R. R., Union Trust Building, Pittsburgh
M. L. McKlheny, General Superintendent, C. R. R. of N. J., Jersey City, N. J.
G. W. Morgan, General Attorney, D. L. & W. R. R., Scranton
C. D. Jones, Operating Vice-President, East Broad Top Railroad & Coal Company, Orbisonia
R. H. Boykin, Superintendent, Erie Railroad Company, Dunmore
C. E. Newhall, President, N. Y. & P. R. R., Packard Building, Philadelphia
W. H. Edwards, Vice-President & General Manager, L. & N. R. R., Bethlehem
Robert W. Fisher, Counsel, New York Central R. R., Indiana
N. Scott, Superintendent, New York Central R. R., Jersey Shore
F. X. Soete, Purchasing Agent, N. Y. C. & H. Ry., 570 Lexington Ave., New York City

Railroad Transportation - Sub-Committee (Continued)

M. W. Smith, Vice-President, Pennsylvania Railroad, Pittsburgh
C. M. Yohe, Vice-President, P. & L. E. Railroad, Pittsburgh
F. D. Lewis, General Superintendent, Reading Company, Reading
A. Williamson, General Superintendent, Western Maryland Ry., 501 Standard Oil Building, Baltimore, Maryland
W. H. Ruff, General Manager, Railway Express Agency, 16th & Market Streets, Philadelphia

Motor Transportation - Sub-Committee for Development of Pennsylvania Industry

Samuel F. Nimess, General Manager, Leaman Transportation Corp., Downingtown, Chairman

Research Laboratories - Sub-Committee for Development of Pennsylvania Industry

K. H. Weidlein, Director, Mellon Institute of Industrial Research, University of Pittsburgh, Pittsburgh, Chairman
Dr. Frank C. Whitmore, Dean of Chemistry & Physics, Pennsylvania State College, State College, Vice-Chairman

Dr. J. W. E. Harrison, President, Pennsylvania Chemical Society, 214 S. 12th Street, Philadelphia
Fred Denig, Director of Research, Koppers Company, Koppers Building, Pittsburgh
W. C. Frary, Director, Aluminum Company of America, New Kensington
Harold K. Work, Director, Jones & Laughlin Steel Corp., 3rd & Rose Streets, Pittsburgh
Paul D. Foote, Director, Gulf Research & Development Company, Homerville
L. W. Chubb, Director, Westinghouse Electric & Manufacturing Company, East Pittsburgh
E. V. Bunce, Director, New Jersey Zinc Company, Palmerton
W. E. Lesher, Jr., Director, American Chain & Cable Company, S. Albemarle Street & N. & P. R. R., York
J. S. Seamensdefer, Director, York Ice Machinery Corp., York
E. Claxton, Director, Armstrong Cork Company, Lancaster
C. E. Andress, Director, Rohm & Haas Company, Inc., 222 W. Washington Square, Philadelphia
J. Bennett Hill, Director, Sun Oil Company, 1608 Walnut Street, Philadelphia (Laboratories at Marcus Hook, and Norwood)
C. R. Jones, Engineer of Tests, Pennsylvania Railroad Company, Altoona
M. E. McDonnell, Chief Chemist, Pennsylvania Railroad Company, (810 Allegheny Street, Hollidaysburg) Altoona
Allen J. Johnson, Director, Anthracite Industries, Inc., Primos, Delaware County
H. W. Conarro, Struthers Wells, Titusville Corp., Warren
J. H. Shorts, Technical Administrator, Pittsburgh Plate Glass Company, 1200 Grant Building, Pittsburgh
K. J. Henry, Atlantic Refining Company, 5144 Passyunk Avenue, Philadelphia
Joseph Winlock, Director, Budd Manufacturing Company, 15th & Hunting Park Avenue, Philadelphia

Research Laboratories - Sub-Committee (Continued)

F. F. Bird, Director, Collins & Aikman Corp., 41st Street & Columbia Avenue, Philadelphia
R. P. Hover, Director, General Refractories Company, 1600 Real Estate Trust Building, Philadelphia
R. E. Zimmerman, U. S. Steel Corp. of Delaware, 436 Seventh Avenue, Pittsburgh
L. H. Alay, H. J. Heinz Company, N. S., Pittsburgh
A. Ralph Ellis, President, Pittsburgh Testing Laboratories, 1350 Locust Street, Pittsburgh
Dr. Webster N. Jones, Director, College of Engineering, Carnegie Institute of Technology, Pittsburgh
Dr. C. G. King, Dean of Chemistry, University of Pittsburgh

Deans of Engineering Colleges - Sub-Committee for Development of Pennsylvania Industry

Dr. John A. Goff, Dean of Towne Scientific School, University of Pennsylvania, Philadelphia, Chairman
Dr. R. C. Disque, Dean of Engineering, Drexel Institute of Technology, Philadelphia, Secretary

Dean A. C. Callen, Lehigh University, Bethlehem
Dean Theodore A. Distler, Lafayette College, Easton
Dean H. P. Hammond, Pennsylvania State College, State College
Dean H. A. Holbrook, University of Pittsburgh, Pittsburgh
Professor George A. Irland, Bucknell University, Lewisburg
Dr. Webster N. Jones, Carnegie Institute of Technology, Pittsburgh
Professor Scott E. Lilly, Swarthmore College, Swarthmore
Professor J. A. Morehouse, Villanova College, Villanova
Professor L. H. Rittenhouse, Haverford College, Haverford

COMMITTEE ON RELIGIOUS COOPERATION

Dr. R. D. Hetzel, President, The Pennsylvania State College, State College, Chairman

The Rev. David K. Allen, 155 Second Avenue, Westmont, Johnstown
The Rev. W. K. Anderson, 510 Locust Street, Johnstown
The Rev. George Emerson Barnes, The Philadelphia Federation of Churches, 608 Land Title Building, Philadelphia
Rabbi Philip D. Bookstaber, Congregation Ohev Sholom, Harrisburg
The Rt. Rev. Monsignor John J. Bonner, Supt. of Philadelphia Parochial Schools, Philadelphia
The Rev. A. Ward Campbell, President of the Ministerial Association of Blair County, 911 Third Street, Juniata, Altoona
Colonel Vincent A. Carroll, 1606-12 Lincoln Liberty Building, Philadelphia

COMMITTEE ON RELIGIOUS COOPERATION (Continued)

The Rev. R. R. Croyle, 2801 Dove Avenue, Hileman Heights, Altoona
The Rev. Wm. A. Fluck, 507 N. Ninth Street, Reading
The Rev. Willis R. Ford, Executive Secretary of the United Churches of Lackawanna County, 525 N. Washington Avenue, Scranton
The Rev. Robert W. Gibson, Third United Presbyterian Church, Pittsburgh
The Rev. Joseph F. Gross, Harris Street Evangelical Church, President of the Ministerial Association of Greater Harrisburg and Dauphin County, 2021 Green Street, Harrisburg
The Rev. A. Roger Kratz, Chairman of the Department of Social Service of the Pennsylvania Council of Churches, Albright College, Reading
The Rev. Ralph C. McAfee, 250 W. Seventh Street, Erie
The Rev. John McDowell, Secretary of the Erie Ministerial Association, Erie
The Rt. Rev. Monsignor Thomas F. McNally, Jenkintown
The Rev. Willis D. Mathias, Allentown
The Rev. N. C. Milliron, 486 S. Graham Street, Pittsburgh, President of the Pittsburgh Council of Churches
Mr. A. T. Morgan, Chairman, Social Service Commission, Pittsburgh Council of Churches
The Rev. Elim A. E. Palmquist, Executive Secretary of the Philadelphia Federation of Churches, Land Title Building, Philadelphia
The Rev. Charles Phillips, Scranton
The Rev. James M. Powers, Erie
Mr. Wm. H. Ridgway, Chairman of the Pennsylvania State Committee of the Young Men's Christian Associations, Coatesville
Dr. Ivan Murray Rose, 17th & Benson Streets, Philadelphia
The Rev. Charles Roush, 45 Mallery Place, Wilkes-Barre
The Rev. O. E. Schafer, President of the Erie Ministerial Association, 3152 Peach Street, Erie
The Rev. Roy Schreiner, Chairman of the Committee on Moral & Spiritual Welfare of the Ministerial Association of Greater Harrisburg and Dauphin County, 13th & Walnut Streets, Harrisburg
Dr. Wm. L. Mudge, Secretary, Federation of Churches, Payne-Shoemaker Building, Harrisburg

COMMITTEE ON EDUCATIONAL COOPERATION

Dr. Thomas S. Gates, President, University of Pennsylvania, Philadelphia, Chairman
Dr. C. E. Clewell, Director, University Placement Service, University of Pennsylvania, 3400 Walnut Street, Philadelphia, Secretary

Brother Azarius, Professor of Education, LaSalle College, 20th Street & Olney Avenue, Philadelphia
John Barr, Director, Industrial Service Bureau, Temple University, Philadelphia
Dr. John G. Bowman, President, University of Pittsburgh, Pittsburgh
Dr. Robert E. Doherty, President, Carnegie Institute of Technology, Pittsburgh
Dr. Waldo E. Fisher, Industrial Research Department, University of Pennsylvania, Philadelphia
Dr. B. G. Graham, Superintendent of Schools, Pittsburgh

COMMITTEE ON EDUCATIONAL COOPERATION (Continued)

Dr. Ralph D. Hetzel, President, Pennsylvania State College, State College
H. P. Liversidge, President, Philadelphia Electric Company, Philadelphia
Dr. Paul H. Musser, Administrative Vice-President, University of Pennsylvania, Philadelphia
L. C. Pike, Department Commander, Veterans of Foreign Wars, Harrisburg
H. W. Prentis, Jr., President, Armstrong Cork Company, Lancaster
J. H. Steinman, President, Pennsylvania Publishers' Association, Lancaster
Dr. Alexander J. Stoddard, Superintendent of Schools, Philadelphia
Dr. Leon D. Stratton, Dean of Men, Drexel Institute of Technology, Philadelphia
Dr. William P. Tolley, President, Allegheny College, Meadville
Dr. Morris S. Viteles, Department of Psychology, University of Pennsylvania, Philadelphia
Dr. A. M. Weaver, Superintendent of Schools, Williamsport

Sub-Committees of Committee on Educational Cooperation

Sub-Committee on Colleges:	Dr. Wm. P. Tolley, President, Allegheny College, Meadville, Chairman
Sub-Committee on Public Schools:	Dr. Alexander J. Stoddard, Superintendent of Schools, Philadelphia, Chairman
Sub-Committee on Occupational Trends:	Dr. Morris S. Viteles, Department of Psychology, University of Pennsylvania, Philadelphia, Chairman
Sub-Committee on School and College Placement:	Dr. C. E. Clewell, Director of Placement, University of Pennsylvania, Philadelphia, Chairman
Sub-Committee on Occupational Orientation Courses:	Dr. Waldo E. Fisher, Industrial Research, University of Pennsylvania, Philadelphia, Chairman

Preliminary Organization - Pennsylvania Association of School and College Placement

Dr. C. E. Clewell, University of Pennsylvania, Philadelphia, President and Chairman
R. L. S. Doggett, Associate Treasurer of University of Pennsylvania, Philadelphia, Acting Treasurer

John Barr, Director, Industrial Service Bureau, Temple University, Philadelphia
John D. Beatty, Carnegie Institute of Technology, Pittsburgh
J. H. Belknap, Westinghouse Electric & Manufacturing Company, Pittsburgh
A. M. Boyd, Philadelphia Electric Company, Philadelphia
J. O. Keller, Pennsylvania State College, State College
Dr. Chas. H. Roninger, Moravian College, Bethlehem
A. N. Rupkey, Bethlehem Steel Company, Bethlehem

Preliminary Organization (Continued)

Prof. Fred M. Slants, Lafayette College, Easton
Edward D. Williams, University of Pittsburgh, Pittsburgh
H. H. Mason, Director, State Employment Service, 1814 N. Fourth Street (Office) Harrisburg
Dr. Alexander J. Stoddard, Superintendent of Schools, Philadelphia

FINANCE COMMITTEE

Edward B. Hopkinson, Jr., Drexel & Company, Philadelphia, Chairman
Richard K. Mellon, President, Mellon National Bank, Pittsburgh, Vice-Chairman
Charles Zimmerman, President, First National Bank, Huntingdon, Vice-Chairman

William G. Arthur, President, Talon Fastener Company, Meadville
Lawrence Bell, Vice-President, Union National Bank, Pittsburgh
M. L. Benedum, President, Benedum, Trees Oil Company, Pittsburgh
M. W. Clement, President, Pennsylvania Railroad, Philadelphia
Arthur E. Braun, President, Farmers Deposit National Bank, Pittsburgh
Frank Brooks, President, First National Bank, Pittsburgh
Col. J. F. Drake, President, Gulf Oil Corporation, Pittsburgh
Edward L. Fuller, President, International Salt Company, Scranton
Eugene Grace, President, Bethlehem Steel Corporation, Bethlehem
Joseph A. Grundy, Pennsylvania Manufacturers Association, Philadelphia
Howard Heinz, President, Heinz Company, Pittsburgh
H. E. Lewis, President, Jones & Laughlin Steel Corporation, Pittsburgh
Horace Liversidge, President, Philadelphia Electric Company, Philadelphia
Thomas B. McCabe, President, Scott Paper Company, Chester
J. Howard Pew, President, Sun Oil Company, Philadelphia
H. W. Prentis, Jr., President, Armstrong Cork Company, Lancaster
A. W. Robertson, Chairman of Board, Westinghouse Electric Company, Pittsburgh
Henry S. Roesser, President, Pittsburgh Steel Company, Pittsburgh
Benjamin Rush, Chairman, Insurance Company of North America, Philadelphia
E. B. Scheer, President, Reading Company, Philadelphia
W. D. Shipley, President, York Ice Machinery Company, York
Philip C. Staples, President, Bell Telephone Company, Philadelphia
John Stevenson, President, Penn Mutual Life Insurance Company, Philadelphia
Joseph Wayne, President, Philadelphia National Bank, Philadelphia
E. T. Weir, Chairman of Board, National Steel, Pittsburgh
Norman Wilson, Vice-President, Hammermill Paper Co., Erie
William Witherow, President, Blaw-Knox Company, Pittsburgh
John E. Zimmerman, President, United Gas Improvement Company, Philadelphia

REPORT COMMITTEE

Dr. Leonard P. Fox, State Chamber of Commerce, Harrisburg, Chairman
Clarence L. Turner, Turner, Crook & Lebley, 1430 Chestnut Street, Philadelphia, Vice-Chairman

REPORT COMMITTEE (Continued)

Carl G. Areford, Areford Brothers, Uniontown
Earl D. Bacon, Secretary, Chamber of Commerce, Sharon
Andrew B. Crichton, President, Johnstown Coal and Coke Company, Johnstown
W. F. Delehanty, Manager, Delaware County Chamber of Commerce, Chester
T. R. Dobson, Pennsylvania Edison Company, Altoona
Roland H. Dunn, Assistant Manager, Chamber of Commerce, Allentown
L. H. Gavin, Secretary, Chamber of Commerce, Oil City
Hanns Gramm, Director, Industrial Relations, Textile Machine Works, Reading
M. Harrison, Vice-President in charge of Industrial Relations, Hammermill Paper Company, Erie
E. A. Hirschman, Secretary, Chamber of Commerce, York
William E. Mannear, Manager, Taxpayers Association of Wyoming Valley, Wilkes-Barre
L. W. Newcomer, Secretary, Chamber of Commerce, Lancaster
John E. Person, General Manager, Sun-Gazette Publishing Company, Williamsport
Sigmund Weis, Treasurer, Weis Pure Food Stores, Sunbury
Edmund G. Stone, Vice-President and General Manager, Duquesne Light Company, Pittsburgh
Raymond B. Gibbs, Secretary, Chamber of Commerce, Scranton

COMMITTEE ON RETAIL COOPERATION

Edgar J. Kaufman, President, Kaufman Department Store, Pittsburgh, Chairman
Wilmer H. Jacoby, Retail Merchants Association, 1915 Oliver Building, Pittsburgh, Vice-Chairman

J. Frederick Martin, Secretary, Middle Atlantic Lumberman's Association, 1102 Girard Trust Building, Philadelphia
W. Glenn Pearce, Secretary, Pennsylvania & Atlantic Seaboard Hardware Association, 400 North Broad Street, Philadelphia
Claude S. Klugh, Secretary, Pennsylvania Automotive Association, Payne-Shoemaker Building, Harrisburg
Harold E. Snyder, Secretary, Pennsylvania Bakers' Association, 5700 North Broad Street, Philadelphia
Arthur D. Bacon, Secretary, Pennsylvania Confectioners' Association, 2546 North 2nd Street, Harrisburg
Harold A. Buch, Secretary, Pennsylvania Electric Association, 705 Telegraph Building, Harrisburg
Chas. H. von Tagen, Secretary, Pennsylvania Grocers' Association, 1501 Unity Street, Philadelphia
Frank J. Hynes, Secretary, Pennsylvania Hotel Association, 312 State Theatre Building, Harrisburg
George A. Stuart, Secretary, Pennsylvania Millers & Feed Dealers Association, 1719 N. 2nd Street, Harrisburg
William N. Hardy, Manager, Pennsylvania Newspaper Publisher's Association, 209-211 Telegraph Building, Harrisburg
Chauncey E. Rickard, Secretary, Pennsylvania Pharmaceutical Association, 600 N. 2nd Street, Harrisburg
John E. Means, Managing Director, Pennsylvania Retailers' Association, Inc., 417-18 Fulton Bank Building, Lancaster

COMMITTEE ON RETAIL COOPERATION (Continued)

Edward E. Hinta, Secretary, Pennsylvania Retail Coal Merchants' Association, Inc., 510 Canster Building, Reading
C. J. Hensch, Secretary, Middle Atlantic Shoe Retailers' Association, 400 North Broad Street, Philadelphia
John C. Deindorfer, Secretary, Pennsylvania State Association of Retail Meat Dealers, 1821 Arch Street, Philadelphia
Fred S. Davis, Executive Secretary, Food Distributors Association, 702 Liberty Trust Building, Philadelphia
George F. Hellick, President, Pennsylvania Home Service Retail Tea and Coffee Merchants' Association, Easton
F. Carter Echaub, General Manager, Sears, Roebuck & Company, Roosevelt Boulevard, Philadelphia
Albert Meehan, Secretary, Pennsylvania Nurserymen's Association, Dresher
William F. Leech, Great Atlantic & Pacific Tea Company, 52nd & Chestnut Streets, Philadelphia
Harry Dutton, President, N. W. Ayer & Son, Inc., Washington Square, Philadelphia
Fred W. Johnson, American Stores Company, 474 N. 10th Street, Philadelphia
R. L. Pierce, First Vice-President, Great Atlantic & Pacific Tea Company, Grant Building, Pittsburgh

TRADE ASSOCIATION COOPERATING COMMITTEE

Warren C. Bulette, President, Warner-Brandt Manufacturing Company, York, Chairman

Charles Von Tagen, Secretary, Pennsylvania Grocers Association, 1601 Unity Street, Philadelphia
Frank B. Snyder, President, Pennsylvania Real Estate Association, 1400 Ryvood Avenue, Upper Darby
C. S. Klugh, Manager, Pennsylvania Automotive Association, Payne-Shoemaker Building, Harrisburg
W. G. Conover, President, Pennsylvania Laundryowners Association, Main and Rector Streets, Philadelphia
William H. Rossman, President, Pennsylvania Confectioners' Association, 5140 Germantown Avenue, Philadelphia
Thomas E. Schmidt, Capitol Bakers, Inc., Box 1846, Harrisburg
W. Purves Taylor, Secretary, Associated Petroleum Industries of Pennsylvania, Kline Building, Harrisburg
George W. Elliott, General Secretary, Philadelphia Chamber of Commerce, 12th and Walnut Streets, Philadelphia
R. J. McGrew, Secretary, Lumber Dealers Association of Western Pennsylvania, Plaza Building, Pittsburgh
J. F. Martin, Secretary Manager, Middle Atlantic Lumbermen's Association, 1105 Girard Trust Building, Philadelphia
Daniel Casey, Secretary, Harrisburg Chamber of Commerce, Harrisburg
W. T. Smith, Secretary, Pennsylvania Association of Dyers and Cleaners, 131 Baldwin Avenue, Connellsville
Benjamin G. Symon, Manager, Pennsylvania Association of Milk Dealers, Inc., 324 Telegraph Building, Harrisburg

TRADE ASSOCIATION COOPERATING COMMITTEE (Continued)

W. Glenn Pearce, Secretary, Pennsylvania & Atlantic Seaboard Hardware Association, 400 N. Broad Street, Philadelphia
Charles Zimmerman, Secretary, Pennsylvania Bankers Association, c/o First National Bank, Huntingdon
A. B. Miller, Pennsylvania Electric Association, 705 Telegraph Building, Harrisburg
Frank J. Hynes, Executive Secretary, Pennsylvania Hotel Association, 510 State Theatre Building, Harrisburg
Warren Doane, Pennsylvania Manufacturers Association, Finance Building, Philadelphia
W. D. Berryman, Secretary, Pennsylvania Property Owners Association, Harrisburg
Dr. James H. Greene, Executive Vice-President, Pittsburgh Chamber of Commerce, Pittsburgh
Preston A. Paul, President, Pennsylvania Druggists Association, Conneaugh
William N. Hardy, Pennsylvania Publishers Association, Harrisburg
William H. Hager, President, Pennsylvania Retailers' Association, Hager Brothers, Inc., Lancaster

WOMEN'S ACTIVITIES COMMITTEE

Mrs. James F. Paul, Department President, American Legion Auxiliary, McClellan Heights, York, Chairman

Vice-Chairmen

Mrs. F. Earle Hayes, President, Pennsylvania Federation of Women's Clubs, 118 Wyllie Street, Oil City
Miss Helen E. Seeler, President, Pennsylvania Federation of Business & Professional Women, Box 482, Meadville
Mrs. R. Templeton Smith, President, Pennsylvania League of Women Voters, Pittsburgh
Mrs. Myrtle M. Eyer, President, Ladies' Auxiliary, Department of Pennsylvania, Veterans of Foreign Wars, U. S., 1128 Prescott Street, McKeesport
Mrs. Lillian Gelsenberger, President, Council of Jewish Women, 418 S. Duke Street, York
Mrs. John H. Doane, President, Women's Auxiliary, Medical Society of the State of Pennsylvania, Mansfield
Mrs. Helena Kohler Hall, District Governor, Pennsylvania Quota Club, 513 E. College Street, Lancaster
Mrs. J. Hector McNeal, National Consumers Tax Commission, Bryn Mawr
Mrs. Pauline Casey, Representative of the Province of Pennsylvania on the National Board of Catholic Women, Hotel Casey, Scranton, (Resigned near completion of Campaign)
Dr. Beatrice Harris, Pennsylvania Quota Club, 539 Washington Trust Building, Washington, Co-Vice-Chairman

FIELD REPRESENTATIVES

The organization of the Field Staff and personnel assigned to this staff by the State Employment Service was as follows:

Member of Staff of Executive Director and Supervisor of Men Field Representatives - H. Raymond Mason. Succeeded by M. F. Null, Jr.

Member of Staff of Executive Director and Supervisor of Women Field Representatives - Kathryn L. Ammon.

There were two secretaries assigned to handle the work of Miss Ammon and Mr. Null.

Field Representatives	Men	Women
District #1	Leo H. Carney	Kathryn G. North
District #2	James S. Porter	Zey E. Henry
District #3	Francis D. Smith	Mary E. O'Connor
District #4	John W. Gaster	Mrs. Gertrude L. Freedman
District #5	Harold J. Mehl	Mrs. Wilda K. Patterson
District #6	Harry A. Nagle	Mrs. Rosalie Coogan Fisher
District #7	Thomas J. Toole	Mrs. Hilda B. Troutman Helen C. McDermott
District #8	Carman B. Smith T. Winston McConkey Richard M. Colegrove	Mrs. Frances Kelly Mrs. Margaret Walters
District #9	M. F. Null, Jr. G. A. Ledebur (Successor to Mr. Null)	Helen Juli
District #10	L. Paul Shafer	Mrs. Dorothy A. Fleck
District #11	Fred P. Hofkin	Kathryn L. Ammon
District #12	John S. Bleecker Ledyard H. Heckscher	Mary Hunsicker

Thirty-three people assigned to the Field Staff of the Job Mobilization Committee by the State Employment Service, devoted practically all of their time to the Campaign, while about seventy-five devoted part time.

COUNTY ORGANIZATION

COUNTY		Men's County Committee	Women's County Committee
ADAMS	Chairman:	G. W. Naylor % Gettysburg Water Company 141 Baltimore Street Gettysburg	Mrs. William Weaver 838 Baltimore Avenue Gettysburg (American Legion Auxiliary)
	Vice-Chairman:	E. W. Thomas, President First National Bank Gettysburg	
ALLEGHENY	Chairman:	Frank Wilbur Main Main & Company Pittsburgh	Mrs. Oliver J. Haller 1538 Shady Avenue Pittsburgh (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	John D.A. Morrow, President Pittsburgh Coal Company Oliver Building Pittsburgh	Mrs. Matthew C. Collins 261 Jonquil Avenue Mt. Lebanon, Pittsburgh (American Legion)
			Mrs. Norman G. Jacobs 1410 Broadview Boulevard Brookenridge, Pittsburgh (Pres., Penna. Federation of Women's Clubs)
ARMSTRONG	Chairman:	Duncan McCallum Leechburg	Mrs. Charles McKallip 255 Lincoln Avenue Leechburg (American Legion)
	Vice-Chairman:	J. P. Turping Armstrong Water Company Kittanning	
BEAVER	Chairman:	T. C. Searts Woodlawn Trust Company 382 Franklin Avenue Aliquippa	Mrs. William J. Miller 307 Pennsylvania Avenue Monaca (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Frank A. Weber Beaver Falls	Mrs. Roy Barnes 1839 Fourth Avenue Beaver Falls (American Legion)

COUNTY ORGANIZATION (CONT'D.)

COUNTY		Men's County Committee	Women's County Committee
BEDFORD	Chairman:	Lloyd Shaffer Hyndman	Mrs. E. F. Ross Juliana Heights Bedford (Penna. Federation of Women's Clubs)
	Vice-Chairman:	H. E. Laher Harry E. Laher & Sons Everett	
BERKS	Chairman:	E. J. Poole, Jr. Vice-President & General Manager Carpenter Steel Company Reading	Mrs. James A. Shock 2515 Cumberland Avenue Mt. Penn, Reading (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Frederick C. Muhlenberg Reading	Mrs. Murray Crull 111 College Street Boyertown (American Legion)
BLAIR	Chairman:	Dr. John H. Galbraith 1211 Fourteenth Avenue Altoona	Mrs. C. J. Rodgers 708 Juniata Boulevard Altoona (American Legion Auxiliary)
	Vice-Chairman:	R. F. McDowell Central Trust Building Altoona	Miss Sara Miller 1330 Twenty-First Street Altoona (American Association of University Women)
BRADFORD	Chairman:	Walter W. White Sneederkerville	Mrs. Robert S. Burk 120 Troy Street Canton (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Bernard C. Wolfe First National Bank Towanda	Mrs. Charles May 165 John Street Troy (American Legion Auxiliary)
BUCKS	Chairman:	J. Lloyd Keller Keller Glove Mfg. Co., Inc. Plumsteadville	Mrs. Martha Woolley Lahaska (Resigned shortly before Campaign ended)
	Vice-Chairman:	Jacob C. Schmidt Bristol	

COUNTY ORGANIZATION (CONT'D.)

COUNTY		Men's County Committee	Women's County Committee
BUTLER	Chairman:	Harry Holliday American Rolling Mill Company Butler	Mrs. Arthur F. Vincent 410 Franklin Street Slippery Rock (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	John C. Burns 235 N. McKean Street Butler	Mrs. R. M. Christie 532 Pearl Street Butler (American Legion Auxiliary)
CAMBRIA	Chairman:	W. S. Gray 900 Highland Avenue Johnstown	Mrs. Helen Kline 904 Prospect Street Portage (American Legion Auxiliary)
	Vice-Chairman:	Walter Krebs Johnstown Tribune Johnstown (Resigned shortly before close of Campaign)	Mrs. J. A. Lieff 2100 Dupont Avenue Johnstown (Council of Jewish Women)
CAMERON	Chairman:	John D. Gressiner Rydosky & Gressiner Emporium	Mrs. Howard Signor 308 Walnut Street Emporium (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Robert A. Taylor, Treasurer Emporium Trust Company Emporium	Mrs. Freda Hall Emporium (American Legion Auxiliary)
CARBON	Chairman:	H. S. Gilbertson Lehigh Navigation Coal Company, Inc. Lansford	Mrs. Russell Gerstlauer 161 S. Third Street Lehighton (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	William Neubert Mauch Chunk	Mrs. John Derby Summitt Hill (American Legion Auxiliary)

COUNTY ORGANIZATION (CONT'D.)

COUNTY		Men's County Committee	Women's County Committee
CENTRE	Chairman:	Ray C. Noll, General Manager Whiterock Quarries, Inc. Bellefonte	Mrs. D. A. Krumvine 845 W. College Avenue State College (American Legion Auxiliary)
	Vice-Chairman:	Les Moreschbacher Philipsburg	
CHESTER	Chairman:	D. S. Wolcott, Vice-President Lukens Steel Company Coatesville	Mrs. Morgan I. Edwards 430 Bridge Street Spring City (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Paul B. Dange Downingtown	
CLARION	Chairman:	F. C. Andrews, President Andrews Lumber Company New Bethlehem	Mrs. R.L.N. Snyder Shippenville (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:		Mrs. J. H. Smothers Clarion (American Legion Auxiliary)
CLEARFIELD	Chairman:	Robert V. Maine Smith & Maine, Attorneys Clearfield	Mrs. O. L. Mitchell, Jr. 221 E. Scribner Avenue DuBois (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	B. E. McCreight, Vice-Pres., Deposit National Bank Long Avenue & Brady Street DuBois	Mrs. Thomas Sheridan Curwensville (American Legion Auxiliary)
CLINTON	Chairman:	John A. Frey, Manager Jacob Brown & Son Lock Haven	Mrs. Frank P. Dwyer 155-6th Street Renovo (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Perry Hanna Lock Haven	Mrs. Fred E. McIntyre 121 E. Fourth Street Lock Haven (American Legion Auxiliary)

COUNTY ORGANIZATION (CONT'D.)

COUNTY		Men's County Committee	Women's County Committee
COLUMBIA	Chairman:	A. C. Morgan Berwick	Mrs. R. O. Brockway Beach Haven (Pres., Berwick 20th Century Club)
	Vice-Chairman:	H. H. Fahringer Lumber Dealer Berwick	Mrs. Helen Hahn Lincoln Avenue Bloomsburg (American Legion Auxiliary)
CRAWFORD	Chairman:	Thomas J. Prather, Judge R.F.D. Meadville	Mrs. Moe H. Perry 598 Baldwin Street Meadville
	Vice-Chairman:	F. K. Poulton, Treas., Talon, Inc. Meadville	
CUMBERLAND	Chairman:	S. H. Smith, Vice-Pres., Carlisle Deposit Bank & Trust Company Carlisle	Mrs. Howard Capper 118 Twentieth Street Camp Hill (American Legion Auxiliary)
	Vice-Chairman:	J. B. Foulkrod 26 E. Coover Street Mechanicsburg	
DAUPHIN	Chairman:	Albert L. Allen President & Treasurer Albert L. Allen Co.,Inc. Harrisburg	Mrs. H. W. Stickell 5 Pine Street Middletown (Pres., Federation of Women's Clubs)
	Vice-Chairman:	Carl E. Peters 157 N. Thirteenth Street Harrisburg	Mrs. W. W. Jennings 7 N. Front Street Harrisburg (American Legion Auxiliary)
DELAWARE	Chairman:	William Cramer Sun Shipbuilding & Dry Dock Company Chester	Mrs. Alexander Ewing 100 Darthmouth Road Swarthmore
	Vice-Chairman:	D. H. Faith, President Chester-Cambridge Bank & Trust Company Fifth & Market Streets Chester	

COUNTY ORGANIZATION (CONT'D.)

COUNTY		Men's County Committee	Women's County Committee
ELK	Chairman:	Howard B. Lynon Pure Carbon Company St. Marys	Mrs. John J. Geary 411 Market Street Johnsonburg (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	C. L. Hartman, Cashier St. Marys National Bank St. Marys	Miss Amanda Johnson 538 N. Broad Street Ridgway (American Legion)
ERIE	Chairman:	Chester W. Zerbe Erie	Mrs. F. S. Austin 154 Maple Avenue Corry (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Harry W. Sims Sales-Manager The Sims Company Erie	Miss Kathryn Kaile 156 W. 22nd Street Erie (American Legion Auxiliary)
FAYETTE	Chairman:	Walter S. Schenck Secretary Chamber of Commerce Uniontown	Miss Frances Meyser 5 Nutt Avenue Uniontown (Pres., Business & Professional Women's Clubs)
	Vice-Chairman:	G. Carl Areford Areford Brothers Uniontown	
FOREST	Chairman:	Frank S. Ellis Tionesta	Miss Clare Swarts Tionesta (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	J. D. Davis, Cashier Forest County National Bank Tionesta	Mrs. Mary E. Keeley Endeavor (American Legion Auxiliary)
FRANKLIN	Chairman	H. S. Appenzeller Secretary-Treasurer Lakeview Milling Company Chambersburg	Mrs. A. F. Bitner Kenwood Road Chambersburg (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Terry Mitchell Frick Company Waynesboro	Mrs. C. M. McPhee 51 E. North Street Waynesboro (Resigned near time of closing of Campaign)

COUNTY ORGANIZATION (CONT'D.)

COUNTY		Men's County Committee	Women's County Committee
FULTON	Chairman:	Wilson L. Nace Fulton County National Bank McConnellsburg	Mrs. George Reisner McConnellsburg (Penna. Federation of Women's Clubs)
	Vice-Chairman:	Ross S. Hamil McConnellsburg	
GREENE	Chairman:	James E. Isherwood Waynesburg	Mrs. Molly E. Smith 258 E. High Street Waynesburg (Penna. Federation of Women's Clubs)
	Vice-Chairman:	W. C. Montgomery, Attorney 204 Commercial Building Waynesburg	
HUNTINGDON	Chairman:	R. W. Fleck, Cashier First National Bank Huntingdon	Mrs. A. L. Westbrook 408 Church Street Huntingdon (American Legion Auxiliary)
	Vice-Chairman:	C. Halvorsen 1222 Oneida Street Huntingdon	Mrs.L. A. Neff 511 Penn Street Huntingdon
INDIANA	Chairman:	Steele Guthrie 1049 Philadelphia Street Indiana	Mrs. John Geheen Philadelphia Street Indiana (American Legion Auxiliary)
	Vice-Chairman:	Frank L. Neff Neff's Insurance Agency Indiana	
JEFFERSON	Chairman:	William F. Smith Punxsutawney	Mrs. Helen Mehall 1809 Bend Street Brockway (American Legion Auxiliary)
	Vice-Chairman:	B. W. Young, Cashier Punxsutawney National Bank Punxsutawney	

COUNTY ORGANIZATION (CONT'D.)

COUNTY		Men's County Committee	Women's County Committee
JUNIATA	Chairman:	John W. Mann Publisher & Editor Juniata Tribune Mifflintown	Mrs. George Rodgers 352 Washington Avenue Mifflintown (Penna. Federation of Women's Clubs, Vice-President, Twin-Borough Woman's Club)
	Vice-Chairman:	C. A. McCormick Mifflintown	
LACKAWANNA	Chairman	S.V.P. Muckenbush Muckenbush Warehouse Company Scranton	Mrs. Arthur Wilson 740 Monroe Avenue Scranton (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Thomas Dempsey Mother's Laundry 343 S. Blakely Street Dunmore	Mrs. Gus Mayer 901 Harrision Avenue Scranton (American Legion Auxiliary)
LANCASTER	Chairman	George B. Blaisdell Armstrong Cork Company Lancaster	Miss Rebekah S. Sheaffer Elizabethtown College Elizabethtown (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:		
LAWRENCE	Chairman:	James K. Love Vice-President Shenango Pottery Company New Castle	Mrs. Arthur B. Foster 449 E. Washington Street New Castle (Penna. Federation of Women's Clubs, Pres., New Castle Women's Club)
	Vice-Chairman:	T. John Stoner 817 Fulkerson Street New Castle	Mrs. S. R. Berstler 809 Franklin Avenue Ellwood City (American Legion Auxiliary)
LEBANON	Chairman:	Miles Horst, Editor Penna. Farmer Palmyra	Mrs. James Foster 815 Elm Street Lebanon (Recently resigned)
	Vice-Chairman:	Harry K. Fishman 7th & Lehman Streets Lebanon	

COUNTY ORGANIZATION (CONT'D.)

COUNTY		Men's County Committee	Women's County Committee
LEHIGH	Chairman:	Victor Schmidt, President Chamber of Commerce Allentown	Mrs. Fred Weibel 2217 Fairview Street Allentown (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Tilghman A. Freed 37 N. Fourth Street Allentown	Mrs. Margaret Young 715 Chestnut Street Emaus (American Legion Auxiliary)
LUZERNE	Chairman:	Col. Ernest G. Smith E. Market Street Wilkes-Barre	Mrs. C. S. Williams 28 Sullivan Street Wilkes-Barre (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	George C. Gregson Wilkes-Barre	Mrs. Robert Mitchell 39 Swallow Street Pittston (American Legion Auxiliary)
LYCOMING	Chairman:	C. A. Noyes Community Trade Assn. Williamsport	Mrs. Katherine Carpenter 29 W. Fourth Street Williamsport (Penna. Federation of Women's Clubs)
	Vice-Chairman:	Ernest M. Case Business Manager The Sun Gazette Publishing Company Williamsport	Mrs. Charles A. Sutliffe 1212 Packer Street Williamsport (American Legion Auxiliary)
McKEAN	Chairman:	Howard Herger Pearce Glass Company Port Allegheny	Mrs. G. H. Rickert 120 Pine Avenue Kane (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Robert A. Russell Custer City	Mrs. Robert Russell Custer City (American Legion Auxiliary)

COUNTY		Men's County Committee	Women's County Committee
MERCER	Chairman:	Harry B. McDowell, Pres., McDowell National Bank Sharon	Mrs. Joseph A. Hartman 138 Garden Avenue Grove City (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	D. B. Clark Stoneboro	Mrs. Clarence Homer 115 Main Street Greenville (American Legion Auxiliary) (Recently resigned)
MIFFLIN	Chairman:	C. V. Rowland Advertising Manager The Sentinel Lewistown	Mrs. George R. Barnett 115 W. Market Street Lewistown (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Gerald S. Tompkins, Supt., Viscose Company Lewistown	
MONROE	Chairman:	John E. Gish, Cashier Monroe County National Bank E. Stroudsburg	Mrs. Arthur Helmes Stroudsburg (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Griffith H. Lloyd 204 S. Courtland Street E. Stroudsburg	Mrs. Cora Altemose Pocono Lake (American Legion Auxiliary)
MONTGOMERY	Chairman:	H. L. Reese, President Keystone Wood Preserving Co. Porter Street & Wessesoe Ave. Philadelphia	Mrs. Charles N. Neville 14 Lodges Lane Bala-Cynwyd (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	O. S. Heusman E. J. Lavino & Company Norristown	Mrs. Roy K. Smith 8 W. Francis Avenue Ambler (American Legion Auxiliary)
MONTOUR	Chairman:	Irvin E. Wolf, Supt., Bethlehem Steel Company Danville	Mrs. Barbara S. Reilley 18 Vine Street Danville (American Legion Auxiliary)
	Vice-Chairman:	Charles H. Wong Danville	

COUNTY		Men's County Committee	Women's County Committee
NORTHAMPTON	Chairman:	F. R. Bush, President Bush & Bull Corporation Bethlehem	Mrs. George F. Wilson 100 Pennsylvania Avenue Easton (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Kenneth C. Kressler Easton	Mrs. Angelo Curcio 1029 Ferry Street Easton (American Legion Auxiliary)
NORTHUMBER-LAND	Chairman:	Wm. H. Dunkelberger 45 S. Fourth Street Sunbury	Mrs. Edna L. Keiser 144 S. Fourth Street Sunbury (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Harold C. Bonne Shamokin	Mrs. Anna Leighlee 241 Fifth Street Northumberland (American Legion Auxiliary)
PERRY	Chairman:	John Y. Wills Duncannon	Mrs. Frank E. Tressler New Bloomfield (Pres, Penna. Federation of Women's Clubs)
	Vice-Chairman:	Stanley G. Fickes Coal and Feed Dealer Newport	Mrs. John Y. Wills Duncannon (American Legion Auxiliary)
PHILADELPHIA	Chairman:	George N. Conover Phila. Electric Company 1000 Chestnut Street Philadelphia	Mrs. J. Hector McNeal Room 1803 - Packard Building 15th & Chestnut Streets Philadelphia (National Consumers Tax Commission, Inc.)
	Vice-Chairman:	Alex Biddle Penna. Economy League Fidelity-Phila. Building Philadelphia	Mrs. G. Norman Morrell 1617 N. 27th Street Philadelphia (American Legion Auxiliary)
PIKE	Chairman:	Frank O. LeCompte Milford	Mrs. Colin S. Black 208 Ann Street Milford (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:		Mrs. Esther Jones 55 Coral Street Port Jervis, N.Y. (Pres., A.L.A. in Matamoras)

COUNTY ORGANIZATION (CONT'D.)

COUNTY		Men's County Committee	Women's County Committee
POTTER	Chairman:	John C. Gault, Cashier First National Bank Coudersport	Mrs. A. G. Barrett 502 Oak Street Coudersport (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Harry Reidy Coudersport	Mrs. Fred Hamilton Galeton (American Legion Auxiliary)
SCHUYLKILL	Chairman:	J. Robert Bazley President & Treasurer J. Robert Bazley Engineering Company Pottsville	Mrs. C. Tyson Reilly 1062 Howard Avenue Pottsville (Pres., Business & Professional Women's Clubs)
	Vice-Chairman:	Charles A. Gebert Tamaqua	
SNYDER	Chairman:	George S. Schoch First National Bank Selinsgrove	Mrs. Harry C. Renn 612 N. Eighth Street Selinsgrove (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Ralph Witmer Treasurer & Tr. Off., Snyder County Trust Co., Selinsgrove	
SOMERSET	Chairman:	Charles R. Blatt Partner Park Theatre Somerset	Mrs. Emil Barnett 105 E. Fairview Street Somerset (Penna. Federation of Women's Clubs)
	Vice-Chairman:	Carl Hoffman Somerset	
SULLIVAN	Chairman:	J. H. Ballentine Carroll & Ballentine Dushore	Mrs. Joseph F. Ingham LaPorte (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	W. F. Kast, Cashier First National Bank Dushore	

COUNTY ORGANIZATION (CONT'D.)

COUNTY		Men's County Committee	Women's County Committee
SUSQUEHANNA	Chairman:	Winfield Martin Montrose	Mrs. Frank W. Trump 1 Drinker Street Montrose (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Rodney Jewitt Montrose	Mrs. William S. Frye 505 Washington Street Susquehanna (American Legion Auxiliary)
TIOGA	Chairman:	H. E. Bodine, Attorney Wellsboro	Mrs. G. E. Stermer Lawrenceville (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Mark L. Tingley Blossburg	Mrs. T. V. Amsburg Wellsboro (American Legion Auxiliary)
UNION	Chairman:	Col. S. E. Wolfe Lewisburg	Mrs. Harry W. Showalter 307 Market Street Lewisburg (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Elwood Fetter Prothonotary Lewisburg	Dr. Ruth Stees Mifflinburg (American Legion Auxiliary
VENANGO	Chairman:	A. B. Jobson, Attorney Breen & Jobson Oil City	Mrs. H. E. Hoffman Clintonville (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Chess Lamberton, Pres., Lamberton Bank Franklin	Mrs. John Irwin Zerbe 759 Elk Street Franklin (American Legion Auxiliary)
WARREN	Chairman:	B. H. Donovan 305 Jackson Avenue Warren	Mrs. Harold R. Hawkey Tidioute (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Lester Blair 311 East Street Warren	Mrs. Richard Hansen 104 Franklin Street Warren (American Legion Auxiliary)

COUNTY		Men's County Committee	Women's County Committee
WASHINGTON	Chairman:	Lucius McK. Crumrine Washington	Mrs. Paul Jones R. D. #1 Brownsville (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	John T. McNary Vice-President Citizens Trust Company Canonsburg	Mrs. Frances Gey Canonsburg (American Legion Auxiliary)
WAYNE	Chairman:	F. Howard Waltz 314 Terrace Street Honesdale	Mrs. Lloyd Schuller Honesdale
	Vice-Chairman:	Eben P. Keen Honesdale	Mrs. Eben P. Keen 1311 Main Street Honesdale (American Legion Auxiliary)
WESTMORE-LAND	Chairman:	Roy C. McKenna Vanadium Alloys Steel Company Latrobe	Mrs. French Cason 920 Orchard Avenue Greensburg (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	Harry Yingling New Kensington	Mrs. James Conway 600 Market Street Scottdale (American Legion Auxiliary)
WYOMING	Chairman:	H. M. Dunn Dewitt & Dunn Tunkhannock	Mrs. W. E. Lord Nicholson (Pres., Penna. Federation of Women's Clubs)
	Vice-Chairman:	J. B. Henning, President Wyoming National Bank Tunkhannock	Mrs. Esther Englemier Osterhout (American Legion Auxiliary)
YORK	Chairman:	W. S. Shipley, President York Ice Machinery Corp.	Mrs. Robert Angelo 1502 Second Avenue Elmwood, York (Rep. of Catholic Diocese)
	Vice-Chairman:	F. S. Glatfelter Spring Grove Paper Co. Spring Grove	Mrs. Charles B. Wolf Mt. Wolf

LOCAL COMMITTEES

The number of Local Committees and Committee Members by counties follows:

County	No. of Committees (Men)	No. of Committees (Women)	No. of Committee Members (Men)	No. of Committee Members (Women)	Total Committees	Total Members
Adams	4	*	11	*	4	11
Allegheny	46	29	600	371	75	971
Armstrong	8	15	19	24	23	43
Beaver	7	6	50	31	13	81
Bedford	5	3	29	19	8	48
Berks	18	16	20	25	34	45
Blair	18	48	80	298	66	378
Bradford	23	---	23	---	23	23
Bucks	22	7	113	7	29	120
Butler	21	22	128	52	43	180
Cambria	34	16	187	63	50	250
Cameron	3	---	15	---	3	15
Carbon	10	2	41	9	12	50
Centre	9	3	53	25	12	78
Chester	14	9	69	9	23	78
Clarion	8	10	40	34	18	74
Clearfield	14	7	73	33	21	106
Clinton	11	2	56	8	13	64
Columbia	32	---	111	---	32	111
Crawford	1	1	22	15	2	37
Cumberland	37	11	189	15	48	204
Dauphin	21	9	140	95	30	235
Delaware	27	1	60	29	28	89
Elk	14	5	62	18	19	80
Erie	26	20	132	132	46	264
Fayette	18	10	69	44	28	113
Forrest	4	---	18	---	4	18
Franklin	5	*	45	*	5	45
Fulton	7	*	7	*	7	7
Greene	8	**	51	**	8	51
Huntingdon	17	18	18	43	35	61
Indiana	17	7	73	26	24	99
Jefferson	5	6	21	37	11	58
Juniata	2	2	14	5	4	19
Lackawanna	29	11	255	12	40	267
Lancaster	32	1	178	15	33	193
Lawrence	22	11	126	42	33	168
Lebanon	---	---	---	---	---	---
Lehigh	8	6	16	47	14	63
Luzerne	38	30	485	135	68	620
Lycoming	---	1	---	22	1	22
McKean	3	7	12	27	10	39
Mercer	18	3	143	14	21	157
Mifflin	8	7	21	29	15	50
Monroe	6	1	30	8	7	38
Montgomery	22	6	137	26	28	163
Montour	7	---	46	---	7	46
Northampton	16	---	85	---	16	85

County	No. of Committees (Men)	No. of Committees (Women)	No. of Committee Members (Men)	No. of Committee Members (Women)	Total Committees	Total Members
Northumberland	7	--	83	--	7	83
Perry	*	*	*	*	--	--
Philadelphia	39	9	373	92	48	465
Pike	4	1	23	11	5	34
Potter	5	8	18	30	13	48
Schuylkill	12	31	70	71	43	141
Snyder	--	11	--	31	11	31
Somerset	37	4	80	15	41	95
Sullivan	--	1	--	9	1	9
Susquehanna	--	1	--	9	1	9
Tioga	4	--	20	--	4	20
Union	--	9	--	27	9	27
Venango	5	--	191	--	5	191
Warren	30	19	31	66	49	97
Washington	8	10	77	67	18	144
Wayne	21	7	104	36	28	140
Westmoreland	23	20	388	279	43	667
Wyoming	5	1	16	6	6	22
York	5	*	36	*	5	36
TOTALS					1431	8275

* County Committees also served as Local Committees

** Women on Local Men's Committees served as Women's Activities Local Committees.

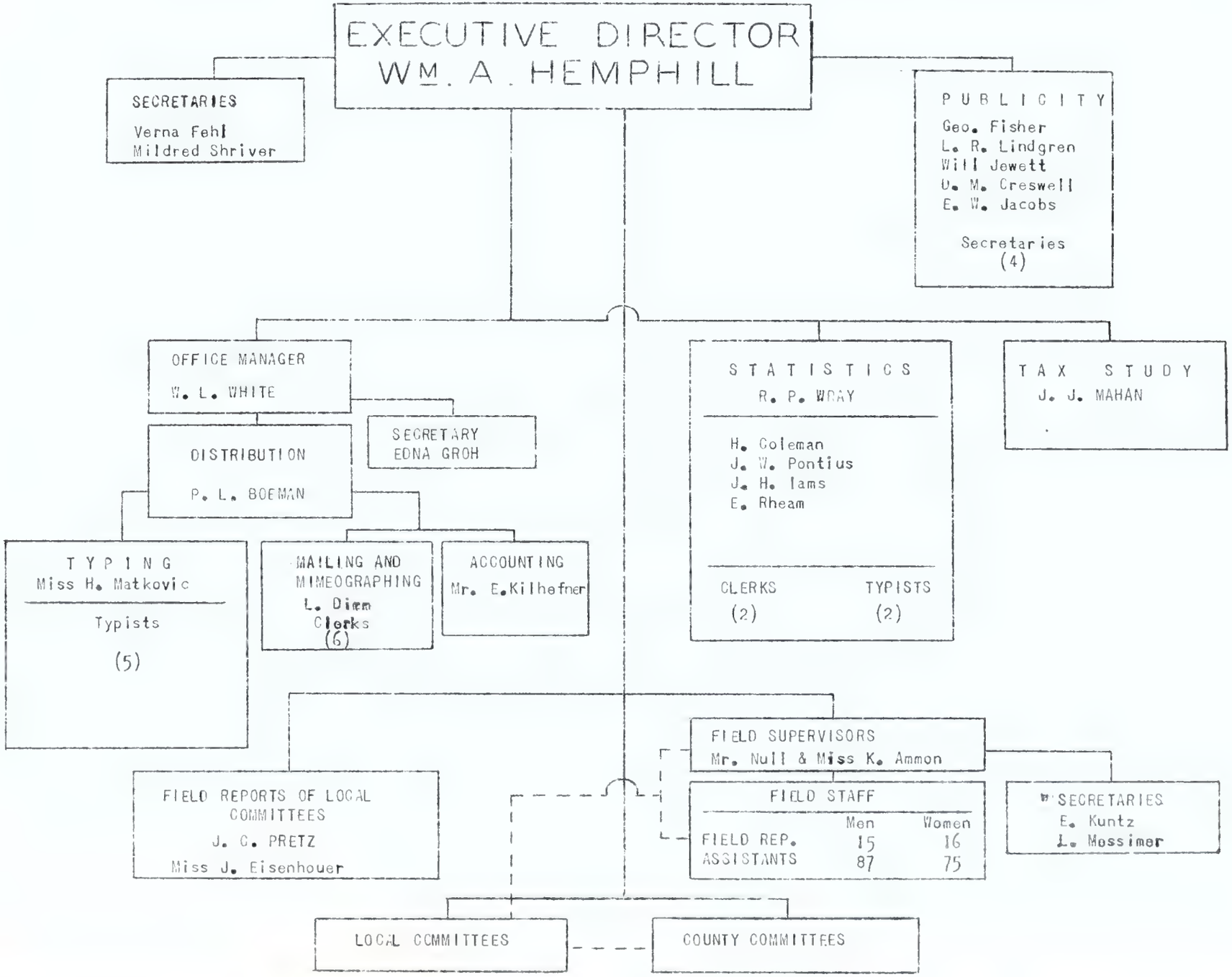
SUMMARY OF PERSONNEL

	Men	Women	Total
Headquarters Staff	29	28	57
Chairman and Vice-Chairmen (State-wide)	28	11	39
Advisory Council (State-wide)	53		53
State Committees	381		381
County Committees	552	424	976
Local Committees	5682	2593	8275
Field Representatives	15	14	29
Part-time Field Staff	50	25	75
Totals	6790	3095	9885

NOTE: This summary does not include members of Renovize Committees.

PERSONNEL CHART STATE OFFICE STAFF
JOB MOBILIZATION COMMITTEE

Page
Exhibit



DEVELOPMENT AND OPERATION OF PROGRAM

DEVELOPMENT AND OPERATION OF PROGRAM

JOB
PROGRAM

DEVELOPMENT AND OPERATION OF THE PROGRAM

DEVELOPMENT OF THE PROGRAM

When originally launched, the program was planned as a mobilization of the citizens of the Commonwealth to stimulate a united and common interest in:

1. The creation of jobs for unemployed men and women.
2. The study, knowledge, and local responsibility for the practical solution of the relief problem.
3. The reduction or elimination of the possibility of additional tax increases on the people of Pennsylvania and the creation of a generally healthier economic situation.

The members of County and Local Committees were sent bulletins entitled "Purpose" and "Instructions" which urged them to develop county and local programs suitable to the existing unemployment conditions in their county and in keeping with the objectives set forth in the bulletins. (See bulletins in supplementary exhibit section - Exhibits S-1,2 and S-3).

The basis of reasoning on which it was decided not to set up a definite and detailed program initially was the realization that the county and local problems were different in each section of the State, and the methods by which the unemployment problem must necessarily be attacked would not follow any well-defined state-wide pattern. Furthermore, it was the desire of the State Chairman and the committee to stimulate the constructive thinking of individuals and communities on their own unemployment and relief problems out of which local programs would be developed that would be most effective in producing results in the immediate areas.

As the Campaign got underway in the various counties, there developed very ingenious procedures and programs out of which there gradually

emerged certain ideas which proved to be more or less uniform in their adoption and use throughout the State. A constant flow of suggestions, procedures, bulletins, etc., went out from Headquarters to the sixty-seven counties. All of these were designed broadly to help get maximum results locally and to coordinate various County and Local Committees in their joint efforts.

From the experiences of the counties in conducting the Campaign in its initial stages, and from the reports received at Headquarters of difficulties encountered, there gradually evolved other campaigns, each designed to aid in the general objectives previously stated.

The Job Mobilization Program can be analyzed for clarity of presentation into three campaigns or programs, namely:

1. Job Mobilization Campaign

   The purpose of this Campaign was to organize the citizens, business, and industry in a common effort to increase business and employment.

2. Renovize Campaign

   The purpose of this Campaign was to stimulate modernization and improvement of homes, stores, factories, offices, and farm buildings, and thus increase the general business and create additional employment.

3. Vocational Training and Retraining Program

   The purpose of this Campaign was to provide for expansion of facilities to train and equip both youth and adults for skilled and semi-skilled jobs for which there existed a serious shortage of available workers.

JOB MOBILIZATION CAMPAIGN

Based on the practical truth that employers will provide employment only when business justifies the additional help, or where it can be shown that economies can be effected through the utilization of additional help, the County and Local Committees supplemented by state-wide Committees were urged to create job opportunities by the following methods:

1. Urge employers and the general public to choose increased employment rather than increased taxation.

2. Urge industrialists and plant superintendents to determine immediately their construction and expansion programs and to set ahead programs so that work might be provided during the early months of the year.

3. Urge industrialists and other employers to survey their delayed plant maintenance work and to set forward the time when much needed repairing and reconditioning work would be started.

4. Urge greater sales efforts through sales campaigns by industries, commercial houses, and other business institutions in order to obtain more business which would require more workers.

5. Urge manufacturers to develop new products and new markets, putting into effect plans which have been long delayed through the depression period.

6. Urge industries and business firms to consider apprentice and learner courses for young men and women who might desire to become skilled mechanics or skilled workers in their factories.

The County and Local Committees were urged to enlist the cooperation and sympathy of the general public in their areas through:

1. Publicity Campaigns to acquaint their fellow citizens with the unemployment and relief situation.

2. Having the general public encourage individuals through their own initiative to create jobs for themselves.

3. Urging housewives who were in a position to employ domestic help to consider the hiring and training of unskilled, untrained women who were on relief or unemployed.

4. Urging the general public through an entire community renovize campaign to modernize or repair their homes and provide jobs during the early part of the year rather than during the summer months.

5. Enlisting the aid of Chambers of Commerce and other civic groups in reopening factories that were closed, or to encourage new enterprises to locate in their community and/or create new enterprises in their localities.

The various State Committees, associations, religious groups, educational groups, etc., were urged to cooperate through their various county and local representatives or members in assisting the County and Local Committees through letters, sermons, speeches, and other forms of approach and, in addition thereto, by making direct contact where possible with employers.

OPERATION OF THE PROGRAM

The Chairman

As the leader of the Campaign, the State Chairman delivered eighteen major addresses before Regional Job Mobilization Rallies, meetings and conventions of business groups, both inside and outside the State. Three of these addresses were broadcast over a state-wide radio network, and many of the others were broadcast over local radio stations. The State Chairman personally visited and spoke in the more densely populated sections of the State, and counseled with County and Local Committees on their problems. Through personal contact and correspondence with prominent leaders in the fields of banking, commerce, and industry, he secured support and cooperation for the Campaign in influential places. This work led to the formation of special state-wide committees to undertake specific tasks.

State Committees

The Committee on Women's Activities was organized on lines paralleling the men's committees, with County and Local Committees throughout the State.

The Chairman of the Women's Activities Committee enlisted the aid of the Presidents of all state-wide Women's Clubs to assist as Vice-Chairmen, and appointments to County Committees were made from the membership of these Women's Clubs.

The Women's Committees assumed as their responsibility the problem of seeking job opportunities for those women who were unemployed and those who were on relief. Major effort was concentrated on securing employment for untrained, unskilled women workers in the field of domestic service. Wherever possible, housewives were urged to employ these women and train them in their own homes.

One of the major problems encountered in this effort was the determination of proper wage standards for this type of work in various communities. To assist in meeting this problem, the Secretary of Public Assistance requested the County Boards of Assistance to establish minimum wage rates, particularly for the unskilled and untrained workers, on the basis of prevailing rates currently paid in the County, both for urban and rural employment.

These standards were most important to the operation of Women's Committees in seeking employment for relief recipients. They needed to be sure that when a job had been located at the minimum wage, the County Board of Assistance would sustain the rate in the event of a refusal by a relief recipient to accept the employment offer.

Some County Boards gave immediate consideration to the problem, although not all of the Boards took such action. A few Boards adopted only hourly and daily rates, probably due to the fact that the majority of domestic employment within these counties consisted of day workers.

Forty-three of the sixty-seven County Boards of Assistance adopted weekly wage rates; four of these counties established rates for skilled or

experienced maids only; eight made no distinction between skilled or unskilled employees; thirty-one established rates for inexperienced maids, ranging from room and board only, to $6.00 per week. Ten County Boards adopted daily or hourly rates only; Eight County Boards considered the problem but refused to adopt any set rates because they felt present domestic rates varied so much within small areas that the problem was too great, or because the problem of domestic service seemed to be too minor to warrant the establishment of rates; six County Boards gave no consideration to the problem, stating they wished to pass upon each case individually. The Executive Director expressed his disapproval of such a policy to the Department of Public Assistance, pointing out that it represented a negative rather than a positive attitude. He further pointed out that refusal to establish wage rates permitted an arbitrary position in which County Boards could vacillate on the policies involved, and that no business could conduct its affairs in a similar manner, particularly in regard to wage rates paid to employees.

A further problem encountered concerned the reluctance of many housewives to take these people into their homes without some prior training. In several instances members of Women's Committees made it a point to interview each female relief recipient personally for the purpose of forming a personal opinion on that individual's employability, and to offer what counsel, guidance, and direct help toward employment that could be given. This type of personal work confirmed the opinion that a great percentage of these people were unemployable without some training or retraining, and definite training and retraining projects for the household occupations grew out of just such experiences.

Women's Committees also were active in promoting the Renovize Campaign in cooperation with the Men's Committees. Through Women's Clubs,

the distribution of literature, and in many cases direct canvassing, the purpose of the Campaign was spread, and pledges secured.

The State Chairman of the Women's Activities Committee performed great service in publicizing the Campaign through speeches at meetings and radio broadcasts in every section of the State. Several of the Vice-Chairmen performed like service, although not on such an extended basis.

The Committee on Trade Association Cooperation secured the active participation in the campaign of organized business groups. Trade association secretaries kept the Campaign activities before their memberships through frequent letters, bulletins and special articles in association magazines. Special surveys were conducted by the Committee among trade association memberships to measure the probable labor demand during the early part of 1940, and to secure an estimate of the amount of money to be spent in plant maintenance and rehabilitation in the first quarter of 1940. The cooperation of many individual trade associations was secured by this group for the distribution of pamphlets, leaflets, signs and other advertising material used in publicizing the Campaign.

The Committee on Religious Cooperation secured the support of all denominations. Early in the Campaign, Denis Cardinal Dougherty issued a statement to the Roman Catholic Clergy and the public indorsing the Campaign and urging its support. This was followed later in the Campaign by a special letter to the Rectors of all Roman Catholic parishes in Pennsylvania, signed by Col. Vincent A. Carroll, urging their continued interest and support. Protestant Churches and Hebrew Synagogues were canvassed by this committee through letters and bulletins. Pastors were urged by the Committee to devote sermons to the Job Mobilization Campaign, and to print suitable articles in individual church papers and programs.

The Committee on Educational Cooperation met to study the employment problem as it affects graduates of secondary schools and colleges. Out of this Committee has grown the Pennsylvania Association of School and College Placement, to provide a clearing house through which educational institutions and business may discuss their employment problems.

The Finance Committee raised funds from private sources to defray a substantial portion of the personnel and the other expenses of the Campaign.

The Committee on Retail Cooperation sponsored special selling drives throughout the State for the purpose of keeping up retail payrolls. The various associations of retailers represented on the Committee issued special bulletins to their memberships containing detailed suggestions for staging special retail promotions. Department store interests were contacted by this Committee and urged to ease the shock of lay-offs of retail sales people after the Christmas rush.

The Committee on the Development of Pennsylvania Industry endorsed Job Mobilization objectives, and attacked its immediate problems through establishing Sub-Committees representing different industries, such as, utilities, steel, petroleum, anthracite coal, bituminous coal, general manufacturing, heavy manufacturing, building trades and allied manufacturing, railroad transportation, motor transportation, research laboratories, and Deans of Engineering Colleges. Governor James' speech before this Committee on February 1, 1940 is reproduced on Page 78.

The Sub-Committee on Utilities provided an outstanding example of the operation of these sub-committees. Some 25 executives representing 250 of the utility companies in the State were assigned to this work. An immediate canvass was made of the entire industry to see what could be done toward stimulating employment through advancing construction programs, proceeding with plant maintenance work immediately, expanding service facilities, undertaking special market studies, and similar efforts.

Opportunity *for* Adventure

By Arthur H. James

Governor of the Commonwealth of Pennsylvania

PENNSYLVANIA
JOB MODERNIZATION COMMITTEE

Opportunity for Adventure*

ARTHUR H. JAMES

Governor of the Commonwealth of Pennsylvania

Equally important to the success of the Campaign were the many direct and tangible methods in which individual and groups of utility companies assisted, aside from contributing direct employment. For example:

The Philadelphia Electric Company of Philadelphia contributed to the Philadelphia County Committee office space and stenographic personnel for conducting the local campaign. An Executive Director and a Publicity Director were engaged and paid for by this company to further the County Committee's work.

Utility companies throughout the State furthered the publicity activities in the promotion of the Campaign through donating show window space at their various offices for special displays publicizing the Campaign; by enclosing Campaign literature with their mailing of service invoices; by assigning members of their staffs to take speaking engagements on assignment by the speakers' bureau; and by displaying banners, placards and like material on trucks and other places of vantage, as discussed in the "Publicity" section of this report.

The Steel Industry Sub-Committee conducted a survey among steel producers to determine the amount of new construction planned and to encourage having this work done at once; immediate attention to delayed maintenance work as an employment stimulus was strongly urged; through the activities of the Committee arrangements were proposed to steel producers by which lay-offs could be held to a minimum, and where they were absolutely necessary, to schedule them in such a way as to produce minimum hardship and avoid the necessity of the furloughed employee applying for public assistance.

The Petroleum Industry Sub-Committee arranged for repeated contact with the units in the industry in person, by meetings, and by correspondence to urge advancing construction schedules, and to provide immediate additional employment through plant rehabilitation work.

The Anthracite Coal Industry Sub-Committee arranged for individual contact of each operator in the Northern, Middle, and Southern anthracite fields to expand employment in every possible way. This Sub-Committee gave encouragement to the County and Local Committees in the Anthracite Region, and many executives in the anthracite industry served personally on County and Local Committees.

The Bituminous Coal Industry Sub-Committee contacted the 158 of the larger bituminous operators in the State and urged them to take part in a four-point program: (1) to increase employment directly in the mining of coal; (2) to stimulate capital plant expenditures to give employment outside of mining; (3) to undertake deferred maintenance work immediately; and (4) to avoid lay-offs wherever possible, and where they became necessary, to schedule them in such a way as to create a minimum of hardship, and reduce the possibility of the released employee becoming a public charge.

The General Manufacturing Sub-Committee at an initial meeting in Harrisburg received and discussed the bulletin on Apprentice and Learner Training. Letters were sent to companies engaged in general manufacturing urging cooperation with the Campaign. Because of the inability of the Chairman of this Sub-Committee to give the necessary time, the activities of this group were limited.

The Heavy Manufacturing Sub-Committee made contact by letter and in person with 62 corporate enterprises included in this classification, urging their support and cooperation with the Campaign. Since many of these firms had their executive headquarters outside of Pennsylvania, this Committee faced an additional problem. However, favorable and encouraging responses were received from most of this group. Many executives and junior executives asked to be excused from service on this Committee because they were already at work in the Campaign as members of County or

Local Committees.

The Building Trades and Allied Manufacturing Industries Sub-Committee, although organized late in the Campaign, carried on its work along functional lines: (1) an interchange of ideas to encourage the development of new products and more economic methods and materials for use in the building industry; (2) encouraging and accelerating private building construction; (3) assistance in the state-wide Renovize Campaign; (4) initiating apprentice training in vocational schools, factories, and on construction projects; (5) studying ways and means of relieving the unemployment, relief, and tax problem within the State.

Members of this Committee assisted County and Local Committees in the promotion of local Renovize Campaigns; negotiations were accelerated for the starting of private construction projects; efforts were made to promote the construction of demonstration "economy" homes to create immediate employment, and to assist in selling the new developments in the building industry.

The manufacturing section of this Sub-Committee, particularly in the cement industry, canvassed members of the industry to put more men back to work in improving the condition of plants; to advance new plant construction programs; to stimulate dealer, contractor and other outlets to intensify sales efforts to get more business.

The Railroad Transportation Sub-Committee secured the cooperation of the railroads of the State for the Campaign. Efforts were made to have employment increased immediately by setting ahead maintenance and plant improvement programs, and to schedule maintenance work in a manner to provide the greatest possible job stability. The railroads cooperated wholeheartedly in publicizing the campaign. Showcards, placards, banners, displays and other methods of attracting attention were used in stations, and

commuters' trains, to keep the public aware of the Campaign. In addition, pamphlets and folders were distributed at points of vantage.

The Motor Transportation Sub-Committee arranged for the carrying of a Job Mobilization placard on a special truck display unit which was sent around the State.

The Research Laboratories Sub-Committee met in Harrisburg and prepared a statement on "Research and Employment in Industry." This Sub-Committee acted largely in an advisory capacity, and through their statement brought to the attention of other special committees and to industry generally the need for consistent, sustained research as a basis for new products and new employment.

The Sub-Committee of Deans of Engineering Colleges also served the Campaign in an advisory capacity. To highlight the possibilities of real accomplishment in the Job Mobilization movement, this Committee prepared a formal printed statement pointing out the resources of Pennsylvania, and the opportunities they offered toward a solution of the unemployment problem.

Headquarters Staff

The Headquarters Staff, headed by the Executive Director, provided the machinery for disseminating information among the field committees, compiled the reports, and in general functioned as a coordinating agency. Its operations were departmentalized.

An Office Manager and Controller supervised closely the operating detail involving such items as personnel, purchasing, accounts and clerical, operation of stenographic and mailing departments. All purchases, personnel placements, etc., were made in strict conformity with the Administrative Code. All purchases had to be approved in advance by the Executive Director and the Office Manager, so that an accurate check was kept on all expendi-

tures.

To facilitate and expedite purchases in connection with the Campaign, a contract, approved by the Attorney General, was entered into with Al Paul Lefton Company, Inc., of Philadelphia, for the preparation of all advertising material.

A Placement Report Form as shown on Page 84 was prepared. The machinery was established for the collection, compilation and publishing of reports and statistics and tax studies under the supervision of the Executive Director.

All placement and other reports from the field containing statistical information were referred to the Statistical Department by the Executive Director. This department compiled these statistics and prepared a weekly Statistical Report, illustrated in tabular and chart form, keeping Committee members and the general public informed of the progress of the Campaign.

Every week the Statistical Report summarized by counties such information as the number of job opportunities created and the number of placements made by the Job Mobilization Committees, the current relief load in terms of number of cases, number of persons; the current weekly cost of maintaining the relief load; the status of registrations with the State Employment Service; and the status of Works Progress Administration employment during the week. These statistical tabulations were accompanied by a general text discussion of current trends and other observations based upon the figures. The competitive instinct of the different counties was appealed to by showing their Campaign results both in terms of gross accomplishment, and by a ratio of accomplishment based upon the estimated unemployment in the County at the start of the Campaign. All press releases, speeches, and other publicity material containing statistical data were passed upon by the Statistical Department before approval was given by the Executive Director.

PLACEMENT REPORT FORMS USED BY COMMITTEE MEMBERS

WA — **PENNSYLVANIA JOB MOBILIZATION COMMITTEE** — № 80292

PLACEMENT REPORT—PART I

STATEMENT OF ADDITIONAL JOBS TO BE CREATED

To State Job Mobilization Committee:

In cooperation with efforts being made to increase employment, and thereby reduce relief costs in an effort to avoid threatened increased taxes for relief, additional jobs will be created for _____ workers on or before (date) _____.

Our present number of employees is _____.

Employer or Firm _____ Address _____

Name of Executive _____ Position _____

DETACH HERE

Source of Employment

- ☐ Agriculture
- ☐ Chemical and Allied Products
- ☐ Clay, Glass and Stone Products
- ☐ Construction
- ☐ Domestic Service
- ☐ Food and Kindred Products
- ☐ Janitorial, Hotel and Restaurant Service
- ☐ Leather and Rubber Goods
- ☐ Local Governmental Units
- ☐ Lumber and its Remanufacture
- ☐ Merchandising, General
- ☐ Mine and Quarry Products
- ☐ Metals and Metal Products
- ☐ Paper and Printing
- ☐ Petroleum and its Products
- ☐ Textiles and Textile Products
- ☐ Tobacco and its Products
- ☐ Transportation and Communication
- ☐ Utilities
- ☐ Other

Occupations Involved

_____ Salespersons _____ Clerical Workers _____ Service Workers _____ Physical Laborers

_____ Craftsmen (Skilled Workers) _____ Production Workers (Machine and Manual) _____ Other

County _____ Name of Local Committee _____

Date _____ Local Committee Member _____

Remarks relative to immediate prospects for business improvement _____

PJMC Form 1

(1)

(1) Sent to State Office by Committee members. Source of statistics on "additional jobs".

WA — **PENNSYLVANIA JOB MOBILIZATION COMMITTEE** — № 80292

PLACEMENT REPORT—PART II

REQUEST FOR WORKERS TO FILL ADDITIONAL JOBS

To _____ Employment Agency _____ Address _____

From _____ Employer or Firm _____ Address _____

Date _____ Local Committee _____ County _____

DETACH HERE

Number of Jobs	Occupational Title	Qualifications	Sex	Hours	Wages	To Report Date	To Report Time	Duration	Location

PJMC Form 1

(2)

(2) Use optional. May be used as a request to an employment agency for employees.

WA — **PENNSYLVANIA JOB MOBILIZATION COMMITTEE** — № 80292

PLACEMENT REPORT—PART III

REPORT ON PLACEMENT OF WORKERS ON ADDITIONAL JOBS

TO BE DETACHED ONLY BY EMPLOYER OR EMPLOYMENT AGENCY

To _____ County Board of Assistance _____ Date

From _____ Employer or Employment Agency _____ Address

Regarding Request of _____ Employer or Firm

Number of Jobs Requested _____ Number of Jobs Accepted _____ Number of Jobs Withdrawn By Employer _____

Balance of Jobs Not Filled _____ Specify Occupational Title(s) of Jobs and Number of Each Not Filled _____

List Below the Names and Addresses of Those who "Accept," "Do Not Report," "Refuse" Employment, or Are "Rejected" By The Employer:

RESULT	NAME	ADDRESS	OCCUPATION	DPA USE

PJMC Form 1

(3)

(3) Sent by employer to County Board of Assistance, and thence to State Office. Source of statistics on job placements.

Pennsylvania
Job Mobilization Committee
Harrisburg

RENOVIZE CAMPAIGN
Participation Report

Date _____ 1940

City or Town _____ Ward or District No. _____ County _____

Cooperating with the Pennsylvania Renovize Campaign, I am checking the improvements which I am planning or am interested in making to my property during February, March, April and May:

Name _____ Telephone _____

Address _____ Estimated Cost of Improvement $ _____

Type of Property (Check) ☐ Apartment ☐ Factory ☐ Farm ☐ Home ☐ Hotel ☐ Office Building ☐ Store ☐ Public Property ☐ Other _____

Type of Improvement (Check) 1. ☐ Addition 2. ☐ Alteration 3. ☐ Clean up Premises 4. ☐ Landscaping 5. ☐ Repairs

Type of Work Required (Check) 6. ☐ Carpentry 7. ☐ Concrete 8. ☐ Electrical 9. ☐ Heating 10. ☐ Masonry 11. ☐ Painting 12. ☐ Papering 13. ☐ Plastering 14. ☐ Plumbing 15. ☐ Roofing 16. ☐ Other (Please list) _____

Type of New Equipment (Check) 17. ☐ Awnings, screens 18. ☐ Curtains, drapes 19. ☐ Furniture 20. ☐ Radio 21. ☐ Refrigerator 22. ☐ Rugs, linoleum 23. ☐ Stove 24. ☐ Washer 25. ☐ Other (Please list) _____

If tenant, please give name of owner: _____

Address: _____

Fill in and hand or mail to any county or local Renovize Campaign Committee or Job Mobilization Committee Member. If mails are used, place return address in upper left corner of reverse side, affix two-cent stamp for local delivery or three-cent stamp for out of town delivery.

10

Committee Member _____

(4)

(4) Sent by Committee members to County Chairman who prepares and submits a summary report each week. Source of statistics on value of renovizing work.

At three different times during the Campaign, individual letters were sent to each County Chairman reviewing the expenditures for Public Assistance in his County, the reduction in the number of relief cases since the start of the Campaign, if any, the number of reports from Local Committees, the number of firms visited, the number of placements made by the Committees in the County, and the problem still remaining in terms of employables still on relief. The basic facts for these letters of challenge were developed and prepared by the Statistical Department.

An important function undertaken by the Statistical Department was a survey of the basic wage rates established by the County Boards of Assistance for domestic service.

A comprehensive study of the Commonwealth of Pennsylvania's General Fund Revenues and Expenditures for the period 1931 to 1939 was undertaken by a tax expert, who was also a Certified Public Accountant, and loaned to the Campaign by the Auditor General. The final report, to be found under the section headed "Special Studies," was prepared from financial data obtained with the assistance of the Budget Office, the Auditor General's Department and other interested departments. The report was approved by the Study and Report Committee before its final submission to the Governor and other interested parties. This study provided the material through which the facts concerning the tax and expenditure situation could be brought dramatically to the attention of Job Mobilization Committees.

Publicity activities were conducted as treated in detail in the section headed "Publicity."

The activities of Field Representatives, both men and women, were coordinated through reports to Acting Supervisors assigned to headquarters by the Pennsylvania State Employment Service.

The Executive Director

From the very start of the campaign, the Executive Director faced the problems of:

1. Educating County, Local and Staff Committee members in the laws and operating practices covering Public Assistance.

2. Instructing these Committee members in their duties.

3. Keeping alive the interest of Committee members, and stimulating them to action.

4. Replacing vacancies occurring in Committees created by deaths, illness and resignations.

These functions were carried out by coordinating the work of the Field Representatives, personal correspondence and the issuing of special bulletins on subjects which had a definite state-wide interest.

Bulletins Issued

Aside from the work of the Field Representatives, which will be treated in detail later, a substantial portion of the burden of education and stimulation was carried by special bulletins and instru tions which were issued periodically from Headquarters. To give some indication of the scope of this work, there follows a summary of the principal bulletins of general interest which were issued during the Campaign:

1. A "Statement of Purposes" for the Job Mobilization Campaign, which accompanied each letter of appointment to a Committee.

2. "Instructions to the Field Organization," containing brief instructions for County Committees, statement of functions of Local Committees, the use of Placement Reports, and functions of Field Representatives.

3. Circular letter to Pennsylvania Business Associations, accompanied by the statement of purposes, informing them about the Campaign, and enlisting their cooperation.

4. Procedure Bulletin No. 1, to all County Committeemen and Chairmen of all Local Committees, stressing the fact that effort should be centered on creating job opportunities for the unemployed, and not for relief clients only. A cycle for work procedure was suggested as follows: (1) Place people who are out of employment in jobs; (2) Place people on the relief rolls in private employment; (3) Place people who are on W.P.A. projects in private employment and

as a consequence of having placed people who are on W.P.A. projects in private employment, the people on relief will find jobs with W.P.A.

5. Procedure Bulletin No. 2, to County and Local Committee Chairmen. Instructing them to communicate with their County Boards of Assistance to have wage rates established for domestic service and like occupations.

6. Procedure Bulletin No. 3, to County and Local Committee Chairmen, explaining again the use of Part I and Part III of the Placement Report, stressing the need for complete and prompt reporting, and particularly the use of Part III.

7. Procedure Bulletin No. 4 - Complete instructions for booking, showing, and handling "Miracles of Modernization" film.

8. Procedure Bulletin No. 5, Women's Activities, Supplement to "Brief Instructions for County Committees," giving detailed instructions to Women's Committees on such subjects as, "State Committee of Women's Activities," "County Committees of Women's Activities," "Advisory Committee," "Available Information to County and Local Committees," "Local Committees of Women's Activities," "Domestic Employment," "Renovize," "General Employment," "Suggestions for Conducting Campaign," "Reporting," and "Publicity".

9. Procedure Bulletin No. 6 - Renovize Manual. Complete instructions for organizing and conducting Renovize Campaign.

10. Procedure Bulletin No. 7, Parts I and II "Occupational Training and Retraining," covering in detail the legislation and procedure affecting such programs.

11. Bulletin No. 1, instructing County Chairmen to appoint Publicity Representatives to generate local publicity items to supplement publicity releases from Headquarters.

12. Bulletin No. 2 - "Descriptive Statement of the Functions and Procedures of Organizations Concerned with the Problems of Unemployment and Relief." Issued to acquaint Committee members with the exact types of assistance granted, reference to the legislation authorizing it, and the agency administering it.

13. Bulletin No. 3 - "Relief Recipients and Private Employment." Explaining how assistance is discontinued on a refusal of employment, and detailing the operation of the Automatic Reinstatement Certificate.

14. Letter of transmittal to Local Committee Chairmen and Field Representatives covering shipment of Placement Report Forms.

15. Letter from the Chairman to Business Associations affiliated with the Job Mobilization Program, accompanied by a list of Business Associations already cooperating, announcing formation of Committee on Trade Association Cooperation.

16. Letter to Business Associations announcing ordering of advertising material, and inviting cooperation in its distribution.

17. Letter by the Chairman to members appointed to the Committee on Educational Cooperation.

18. Letter to Mayors, Burgesses, County Commissioners, and Township Commissioners, recommending doing needed public work now, and suggesting the issuance of a Proclamation in accordance with the sample sent to open Local Campaigns.

19. Letter to the Clergy of Pennsylvania, inviting their support of the Campaign, and suggesting investigation of repair and improvement opportunities in their church properties.

20. Letter to Secretaries of Business and Trade Associations, asking for opportunity to send speakers and display advertising material at their annual meetings or conventions.

21. Letter to County Chairmen, suggesting that relief recipients who are employable be interviewed over the air in the effort to have them placed.

22. Letter to Newspaper Publishers and Advertising Agencies, announcing the fact that advertising mats were available.

23. Letter to County Chairmen, with copy of Scranton Tribune, showing unique full page newspaper advertisement paid for by local business, and urging like promotion in all counties.

24. Letter to County Chairmen reminding them that the Field Representative and the Executive Director of the County Board of Assistance were ex-officio members of the Committee, and urging close cooperation and consultation with them.

25. Letter to County Chairmen urging that they arrange a regular weekly period for broadcasting with local stations, and sending sample script.

26. Letter to State Committees, County Committees, Local Committees and Field Representatives, pointing out that abnormally low percentage of job placements were from relief rolls, and urging more attention to placing relief recipients.

27. Letter to Presidents of companies in the building trades and allied manufacturing, requesting assignment of a representative to the Committee on Building Trades and Allied Manufacturing Industries, and to meet with the Committee in Harrisburg.

28. Letter from the Chairman to Vice Chairmen and members of the Advisory Council, reporting progress in the Job Mobilization Campaign, sending "Are You Ready" and "Renovize" booklets, and asking continued interest and cooperation with the Campaign.

29. Questionnaire to County Chairmen for reporting use and distribution of advertising material in the county.

30. Letter to Advisory Council, Vice Chairmen, County Committeemen and Local Chairmen, forwarding charts "Percentage Analysis of Pennsylvania Expenditures (General Fund)" and "Percentage Analysis of Pennsylvania Revenues (General Fund)."

31. Letter to members of Special Committee "To consider Mr. Fuller's plan or other plans and bring in a program for the permanent organization to carry on after the Campaign was discontinued," giving report of meeting of Sub-Committee.

32. Letters to Rectors of Catholic Parishes by Vincent A. Carroll, Committee on Religious Cooperation, asking "final and supreme effort to carry this cause to success."

33. Letter to Chairmen of Women's County Committees sent upon their appointment, with instructions for their activities.

34. Letter to women appointed to the Women's County Committees giving instructions for their activities.

35. Letter confirming appointment of Chairmen of Local Committees, giving instructions for their activities.

36. Letter confirming appointment of Chairmen of Local Committees in Philadelphia, giving instructions.

37. Letter to County Chairmen advising them of the appointment of state-wide Staff Committees and their duties, suggesting ways their support could be used in local efforts.

38. Letter to Chairmen of County and Local Committees, sending supplies of the Job Mobilization Lapel Pins.

39. Letter to Committeemen who had submitted Part I of the Placement Report, but had not turned in Part III, urging them to do so and explaining the reason therefor.

40. Letter advising County Chairmen of shipment of "Are You Ready" booklet, with suggestions for distribution.

41. Letter advising County Chairmen of shipment of "Renovize" pamphlets, with sugestions for their distribution.

42. Letter advising County Chairmen of shipment of advertising signs and placards, with suggestions for distribution.

43. Letter to Mayors and Burgesses, offering suggested Proclamation to open Renovize Campaign.

44. Letter to County Committees, urging participation in "Home Shows" or "Builders' Exhibits" to promote Renovize Campaign.

45. Bulletin R-2 - advising all those interested of the FHA guaranteed loans available for the rehabilitation of slum areas, enclosing detailed explanation.

46. Bulletin R-3. Explanation of Renovize Report Cards, and suggestions for their distribution.

47. Letter to Chamber of Commerce Secretaries, requesting their cooperation with County and Local Committees in the promotion of the Renovize Campaign.

48. Letter to County Chairmen explaining procedure for reporting Renovize results to Harrisburg.

49. Special Bulletin - "Training of 'Apprentices' and 'Learners' to Meet Shortage of Skilled Workers," with detailed explanation of rules and procedure as prescribed by Federal and State legislation.

50. Letter to County Committees inviting them to be represented at Conference on Unemployment and Retraining, held at Harrisburg on March 27, under the auspices of the Department of Public Instruction.

51. Photostat of letter from Regional Director, Wage and Hour Division, U. S. Department of Labor, prescribing conditions under which vocational schools can be conducted in industrial plants without violating the Fair Labor Standards (Wage and Hour) Act. Sent to County Chairmen.

52. Letter from Howard L. Russell, Secretary of Public Assistance, to County Boards of Assistance, requesting establishment of minimum wage rates for domestic service, house cleaning, farm work, etc.

53. Letter to each County Chairmen, detailing the relief situation in his County, and the progress made by his Committees in solving it.

54. Second letter to each County Chairman, following up Item 53.

55. Third letter to each County Chairman, following up Item 54.

56. Letter and form to County and Local Committees for reporting unworthy recipients of assistance.

Supplementing the bulletins and form letters on subjects of state-wide application was a large volume of special correspondence by the Executive Director and his staff with County and Local Chairmen and Committee members in all parts of the State. This type of correspondence dealt with specific cases, and was designed to counsel Committee Members

in solving a local problem by drawing upon the experience gained by other Committees, by consultation with State Departments which were able to offer advice and suggestions, and by study of the problem by a staff member in seeking a solution. The following mentions some of the subjects which arose most frequently:

There was much correspondence with Committee Chairmen on the subject of appointments to Committees, either for the replacement of Committee members who had resigned, or for expanding the Committee to include additional interests, such as organized labor, banking groups, veterans' organizations, etc.

An example of this type of communication is represented in the handling of the problem of Negro representation on Committees in areas where a large Negro population existed. Allegheny County had met the issue by creating a special advisory committee of Negroes for the County, and Negro Local Committees were appointed in sections with a large Negro pupulation. The experience of Allegheny County was referred to Philadelphia County, which faced a similar problem with the suggestion that the matter be handled in similar fashion.

Job Mobilization Committees in many parts of the State reported specific instances in which employment was being curtailed because of labor disputes relating to union jurisdiction or other points of difference. These were referred immediately to the Department of Labor and Industry, and in practically every case, through the cooperation of the Department and the Job Mobilization Committee, the dispute was adjusted and the work resumed.

Frequent reports were received from Committee members complaining that persons were receiving Public Assistance who were not entitled to it.

In response to this type of correspondence, the form (No. 56) was created whereby all data necessary for the County Board of Assistance to act would be given. Although many complaints were made without giving detail, very few of the complaint forms giving detailed information were received.

Many individual letters were received from all parts of the State mentioning a market for additional employees if trained or skilled workers could be obtained. Advice and suggestions on specific cases were offered by correspondence, and in answer to the general questions, a basic study of the problem was undertaken and the bulletin on "Apprentice and Learner Training" and Procedure Bulletin No. 7, "Occupational Training and Retraining," were prepared.

Manufacturers who wished to employ and train learners, but who were unable to do so because the necessary permission could not be obtained from the Wage and Hour Division of the U. S. Department of Labor to employ learners at less than the minimum wage, brought their problems to the attention of the Executive Director. An incident which occurred in Philadelphia may illustrate this point.

Certain firms in a branch of the needle trades sought opportunity to employ learners on power sewing machine work at less than the minimum wage. Their request was denied, since some 2,500 power sewing machine operators were registered with the State Employment Service as available for work. The manufacturers claimed that the workers who were available were experienced in heavy work, but were not qualified to do the fine work required.

When this matter was brought to the attention of the Executive Director, a joint conference was arranged between representatives of the manufacturers, the labor union, the State Employment Service, and the Wage

and Hour Division of the U. S. Department of Labor. This group jointly reviewed the registrations at the State Employment Service and concluded that although power sewing machine operators were available, they were not prepared to do the work in question. Accordingly, permits were granted the manufacturers to engage learners under agreed-upon conditions. Such mutually cooperative action between the interested parties and agencies demonstrated the underlying spirit and principles of the Job Mobilization Program.

Inquiries reached headquarters from County and Local Committees asking advice in the financing of new local industries. Other committees which had solved similar problems were consulted, and an interchange of experience was provided.

Illustrations of a similar nature could be repeated endlessly, but the examples previously cited indicate the type of service rendered by the Headquarters office as a coordinating agency.

Field Representatives

The work of committee members in behalf of the Campaign was enthusiastic and outstanding. These volunteers were busy people, and as such, there was a definite limit to the time they could give to the cause, as well as the amount of detail they could take upon their shoulders. To relieve these workers of excess detail work, to coordinate their efforts so that there would be a minimum of waste motion, and to provide closer contact with the Executive Director than mere correspondence could bring, a staff of Field Representatives, both men and women, was appointed to work with the County and Local Committees under the direct supervision of the Executive Director.

The Field Representatives for the Campaign were selected from the personnel of the Pennsylvania State Employment Service, and consisted of

District Managers, Office Managers, and women in key positions in the Employment Service. These Field Representatives were selected by the Executive Director following personal interviews.

First the men and then the women Field Representatives were called to Harrisburg to receive intensive instruction from the Director of the State Employment Service and the Executive Director of the Job Mobilization Campaign. The purposes of the campaign were explained completely; detailed instruction was given in the use of forms, methods of reporting, etc.; the lists of County Committees appointed in each district were given the Field Representatives; suggestions for procedure in the field were offered.

On their return to the field, the Field Representatives assumed the leadership in completing the organization of County Committees, speeding the appointing of Local Committees, instructing the Committees in detail as to their duties, and generated and sustained the enthusiasm of Committee members during the Campaign.

Field Representatives made it their responsibility to secure the necessary working information for the use of Committees, and performed many of the detailed tasks. The use of local State Employment Offices was offered County and Local Committees for the purpose of making them their headquarters and for holding various meetings during the Campaign. Stenographic and Clerical help was freely offered to assist the Committees in doing their work.

Field Representatives were repeatedly called upon to make speeches before County and Local Job Mobilization Committees, civic organizations, trade associations, employer groups and over the radio. To keep the Executive Director informed of the progress of the Campaign in each locality, they reported in detail at least weekly; when special circumstances

were encountered, they reported more frequently, often by telephone or telegraph. They acted as the "eyes and ears" of the Executive Director and thus enabled him to be intimately informed about conditions in all parts of the State.

During the Campaign, both men and women Field Representatives were again called to Harrisburg in order to attend a special conference on Unemployment and Retraining, which was called by the Superintendent of the Department of Public Instruction in cooperation with the Job Mobilization Committee. After returning to their districts from this conference, the Field Representatives took the lead in inaugurating many of the training and retraining projects throughout the State.

The men and women assigned to the Job Mobilization Campaign as Field Representatives by the Pennsylvania State Employment Service have earned the highest praise for their successful efforts. Repeatedly their working hours extended far into the night. The demands upon their qualities of leadership, diplomacy, and ingenuity were many. Without their wholehearted cooperation, the efforts of the 10,000 volunteer workers could not have been coordinated effectively, and the Campaign would have lost much of its power.

In return for their enthusiastic support of the Job Mobilization Campaign, these representatives of the State Employment Service have been able to secure a closer understanding of the problems of the industrial and other employers in their communities. Employers have had opportunity to observe these men and women in action, and to form a high regard for their abilities and service. The general public has been better acquainted with the services the State Employment Service can provide. The net result should be a greater degree of effective public service by the State Employment Service for a long time to come.

County Committees

The County Committees, with the assistance of the Field Representatives, examined the records of the Department of Public Assistance and the State Employment Service to determine the location of those areas in each county where the relief and unemployment problem were most severe. On the basis of these facts, the areas to be covered by Local Committees were laid out, and the Local Committees appointed.

Although the functions of each County Committee were basically those of an organizing board, the most successful County Committees followed closely the operations of Local Committees, replaced those which were inactive, provided suggestions to Local Committees, assumed responsibility for county-wide publicity, staged meetings and rallies, and in general saw to it that constant progress was made.

Local Committees

Upon the Local Committees of the Job Mobilization Campaign fell the task of analysis, study, and action of each individual local problem. It was in this division of the Campaign that the calls were made, relief recipients interviewed, job opportunities sought, and actual placements accomplished.

In order that Local Committees might be informed on the exact nature of their problems, the Department of Public Assistance was requested to furnish each Local Committee with a list of all employable relief recipients and their occupational classification in that area, by name. The State Employment Service was requested to furnish an inventory of unemployed persons registered in the area, by number and occupational classification only. Because of Federal Regulations, the State Employment Service was not permitted to give the names of unemployed registrants, as applications with the State Employment Service are in strict confidence.

Field Representatives assisted in obtaining the necessary information from the Department of Public Assistance and the State Employment Service for Local Committees.

The inventory of unemployed applicants by occupation and number was freely supplied in all sections of the State by the State Employment Service. Some County Boards of Assistance were reluctant at first to supply the names of employable relief recipients because of the clerical work involved, but upon urging from Harrisburg, the names were made available in most cases. However, in a few counties, this information was not supplied.

With the relief and unemployment problem thus defined, Local Committees canvassed employers and potential employers, placing before them the tax situation and the absolute need for an immediate expansion of private employment to reduce the relief rolls, and encouraged these employers to review their own businesses to find ways of creating job opportunities through: (1) Starting programs to do long delayed maintenance work at once; (2) Replacing obsolete and badly worn machinery and equipment immediately; (3) Eliminating overtime work in so far as possible by engaging additional employees; (4) Pressing forward programs for greater sales and employment through the development of new markets, manufacture of new products, expansion of plant facilities, etc.; (5) Where construction programs were contemplated, advancing them so they could be started immediately. Particular stress was paid upon the local inventory of unemployed persons and employable relief recipients and upon efforts made to create work which could be done by these people.

The local business situation was reviewed to determine the number of closed factories, mills, and mines in the area, and attempts were made to develop a program to put all or part of them back into production. Abandoned industrial buildings were surveyed to determine which of them would be readily

adaptable for other uses, and through the cooperation of local Chambers of Commerce, banking institutions, merchants, etc., community efforts were put forth to have them occupied by going businesses.

Many Local Committees interviewed the employable relief recipients in their area with a view to forming a more intimate opinion of their qualifications and capacity for employment, and also in the effort to stimulate their individual initiative to find useful work for themselves. Following this trend of thought, the possibilities for establishing small service businesses, such as a window cleaning service, a handy-man's shop, a "dime delivery" service, etc., were investigated. When it was determined a market existed for the service, one or more unemployed persons were established in the business, the Local Committee giving support by building up a customer list, and in many cases advancing relatively small sums to finance the business.

The activities mentioned above resulted in many placements, with a percentage of them coming from the relief rolls. After the initial canvass, many Local Committees became somewhat discouraged because more placements had not been made from the relief rolls. The complaint was frequently heard that the persons remaining on the relief rolls were really not employable by present industrial standards, since in most cases they lacked any specific training or work skills. When this situation arose, Local Committees were advised that the issue must be faced squarely; that unless some type of private employment were found for these people, they would become permanent charges on the public purse. Either work in keeping with their capacity had to be found, or plans had to be made to increase their skill to the point where they would be industrially or otherwise employable. This type of analysis and reasoning focused the attention of Local Committees upon the problem of occupational

training and retraining again, and stimulated a great interest in the subject. This subject is discussed in detail in another section of this report.

All workers in the field were urged to keep headquarters informed of all developments that had a bearing upon business and employment. This close contact was maintained throughout the Campaign, and accomplished beneficial results.

Advance notice of a plant's contemplated seasonal shut-down, for instance, enabled the Executive Director to set forces in motion that reduced the length of the shut-down, and kept some employees on the payroll doing maintenance and similar work even while the plant was closed. In other cases, efforts were directed from Harrisburg to find employment elsewhere for persons made jobless by production curtailment or seasonal lay-offs. There were numerous cases where the cooperation between headquarters and the Local Committees helped to ease the shock of employment slumps.

In summary, the Local Committees determined the local problems and the local opportunities, and in the terms of these facts developed a program to meet the situation, calling for assistance when necessary upon the County Committee, the Headquarters Staff, or the special state-wide Committees to assist. A tabulation of Committee Activity is shown on Page 100.

Junior Job Mobilization Campaign

An interesting variation on the Campaign proper was the "Junior Job Mobilization Campaign" conducted in Philadelphia by the Junior Employment Service of the Board of Education.

A meeting of Employment Supervisors and others connected with the Junior Employment Service was held in the main office and in the four branch offices in the vocational schools. At this meeting the problems of youth employment were discussed and plans laid for a concentrated attack on these problems.

JOB MOBILIZATION CAMPAIGN
SUMMARY OF COMMITTEE ACTIVITY

APRIL 30, 1940

County	County Committees: Men: No. Active Mbrs	County Committees: Men: No. Forms Subm	County Committees: Women: No. Active Mbrs	County Committees: Women: No. Forms Subm.	Men Local Committees: Total: No.	Men Local Committees: Total: No. Mbrs.	Men Local Committees: Active: No.	Men Local Committees: Active: No Mbrs	Men Local Committees: Active: No Forms Subm.	Women Local Committees: Total: No	Women Local Committees: Total: No. Mbrs	Women Local Committees: Active: No.	Women Local Committees: Active: No Mbrs	Women Local Committees: Active: No. Forms Subm	Total Committees: No.	Total Committees: No. Active	Total Committees: Forms Submitted	Forms Submitted by: SES	Forms Submitted by: Parkland	Forms Submitted
1 Adams					4	11				*	*				6					
2 Allegheny	1	2	1	7	46	600	20	24	89	29	371	7	8	67	77	29	165		9	174
3 Armstrong	2	3	1	5	8	19				15	24				25	2	8			1
4 Beaver					7	50				6	31	2	2	26	15	2	26	2	3	31
5 Bedford			1	1	5	29				3	19	1	2	2	10	2	3	1		4
6 Berks	3	77	1	1	18	20	5	6	22	16	25	1	1	2	36	8	102		5	107
7 Blair	2	3	5	45	18	80	2	2	22	48	298	22	27	45	68	26	115	55	3	173
8 Bradford					23	22									25					
9 Bucks					22	113	5	7	9	7	7				31	5	9		1	10
10 Butler			2	4	21	128	4	5	7	22	52	1	1	2	45	6	13		1	14
11 Cambria	4	8			34	187	1	1	1	16	63	1	1	1	52	3	10		2	12
12 Cameron	1	2	1	4	3	15	1	2	7						5	3	13			13
13 Carbon					10	41	2	2	3	2	9	1	1	1	14	3	4		3	7
14 Centre	2	12			9	53	3	4	7	3	25	1	3	3	14	5	22		7	29
15 Chester	2	3			14	69	8	13	36	9	9	1	1	2	25	10	41		6	47
16 Clarion	2	3	1	7	8	40	2	2	2	10	34	3	3	4	20	7	16			16
17 Clearfield	2	3	1	8	14	73	5	9	22	7	33	2	9	42	23	9	75		2	77
18 Clinton	3	8			11	56	3	4	9	2	8				15	4	17			17
19 Columbia	2	33			32	111	2	4	30						34	3	63		2	65
20 Crawford					1	22				1	15				4				2	2
21 Cumberland	1	3			37	189	2	2	5	11	15	1	1	3	50	4	11		14	25
22 Dauphin	1	6			21	140	4	4	14	9	95				32	5	20	1	19	40
23 Delaware	2	12	3	5	27	60	1	1	3	1	29	1	3	20	30	4	50		26	76
24 Elk	4	9	2	6	14	62	5	10	23	5	18	2	2	3	21	9	41			41
25 Erie	2	508	1	421	26	132	4	16	198	20	132	8	8	257	48	14	1384	1	18	1403
26 Fayette			1	156	18	69	1	1	2	10	44				30	2	158		2	160
27 Forest					4	18									6					
28 Franklin					5	45				*	*				7			4	3	7
29 Fulton					7	7				*	*				9					
30 Greene					8	51				**	**				10					
31 Huntingdon	1	2	1	5	17	18	1	1	1	18	43	1	1	1	37	4	9	71		80
32 Indiana	1	4	2	7	17	73				7	26	2	5	5	26	4	16		16	32
33 Jefferson	1	5	1	1	5	21	4	8	54	6	37	3	12	50	13	9	110		23	133
34 Juniata			1	1	2	14				2	5				6	1	1			1
35 Lackawanna	5	54	2	12	29	255	16	35	91	11	12	11	11	19	42	29	166	2	12	180
36 Lancaster			1	3	32	178	10	16	33	1	15				35	10	33		2	35
37 Lawrence					22	126	3	3	4	11	42	1	1	1	35	4	5		4	9
38 Lebanon	3	13	—	—											1	1	13			13
39 Lehigh	1	6	1	11	8	16	1	1	4	6	47	2	4	10	16	5	31	2		33
40 Luzerne	1	37	2	84	38	485	12	28	140	30	135	13	27	63	70	27	324	21	6	351
41 Lycoming			1	1						1	22				3			1		1
42 McKean					3	12	1	1	32	7	27	1	1	6	12	2	38		3	41
43 Mercer					18	193	5	6	75	3	14				23	5	75	3	3	81
44 Mifflin			1	20	8	21	2	5	93	7	29				17	3	113	32	10	155
45 Monroe	1	2	1	4	6	30	1	1	1	1	8				9	3	7			7
46 Montgomery	1	1	1	3	22	137	8	18	62	6	26	1	3	5	30	11	71	10	10	91
47 Montour					7	46	1	1	14						9	1	14			[illegible]
48 Northampton	1	2			16	85	5	5	21						18	6	23		1	24
49 Northumberland			1	1	7	83	4	8	21						9	5	22		5	27
50 Perry					*	*				*	*				2					
51 Philadelphia	1	10	1	1	39	373	13	41	100	9	92	1	1	1	50	16	112	1	144	257
52 Pike	1	1	1	1	4	23	1	1	4	1	11				7	3	6			
53 Potter	1	2			5	18				8	30				15	1	2			2
54 Schuylkill					12	70	12	17	250	31	71				45	12	250		[illegible]	[illegible]
55 Snyder										11	31				13					
56 Somerset					37	80	4	4	6	4	15	1	1	110	43	5	116			
57 Sullivan										1	9				3					
58 Susquehanna	3	4	1	2						1	9				3	2	6			
59 Tioga					4	20									6					
60 Union										9	27				11					
61 Venango	1	10			5	191	2	8	210						7	3	220	45		
62 Warren	4	56			30	31	1	1	5	19	66	1	1	3	51	3	64	43		
63 Washington	1	318	1	138	8	77	1	1	14	10	67	3	4	309	20	6	779			
64 Wayne	1	14	2	5	21	104	3	4	13	7	36				30	5	32			
65 Westmoreland					23	388	11	30	147	20	279	5	6	223	45	16	370			
66 Wyoming	1	28			5	16	5	6	12	1	6				8	6	40			
67 York			1	2	5	36	2	7	23	*	*				7	3	25			
STATE TOTAL	66	1264	44	972	930	5682	209	376	1941	501	2593	101	151	1286	564	376	5459	[illegible]		

* COMMITTEES ALSO SERVING AS LOCAL COMMITTEES

** LOCAL MENS COMMITTEES SERVING AS WA LOCAL COMMITTEES WHICH MADE NO PLACEMENT REPORTS ARE NOT COUNTED

The various Supervisors submitted the names of specially selected firms and industries in Philadelphia and personal letters were sent by the Superintendent of Schools to the responsible heads of these firms, urging them to see what they could do toward offering employment to the approximately 16,000 youth registered with the Junior Employment Service. The letter pointed out that unless private employment could be found for these young people, it was likely that governmental agencies would expand plans to provide work experience for them, which in the long run might be more expensive than for industry to absorb them directly.

Out of the first five hundred letters sent, approximately a hundred replies were received. The replies received were very cordial and indicated a very strong willingness to cooperate. These letters are still being sent, and it is anticipated that several thousand letters will be sent before the Campaign is completed.

Through this Campaign responsible leaders in the various branches of industry in Philadelphia have become acquainted with the Junior Employment Service, and have indicated their intention to use this service in the future. Through this cooperation it will be possible to develop more favorable employment conditions for the young people of the city.

EXPERIENCE WITH FEDERAL AND STATE DEPARTMENTS AND AGENCIES

Public Assistance and Employment Service

During the Campaign it was necessary to maintain close contact with Federal, State and County Departments and Agencies dealing with different phases of the unemployment and relief problem.

Other sections of this report detail the personnel and other assistance given to the Campaign by the various State Departments. This

section of the report shall concern itself more with the experiences of the Job Mobilization Committees in working with these departments.

The two State Departments dealing with the relief and unemployment problem directly are the Department of Public Assistance and the Department of Labor and Industry through the Pennsylvania State Employment Service.

The Department of Public Assistance is the agency charged with the administration of relief. The Pennsylvania State Employment Service functions as a public employment agency, with whom all relief recipients are registered, as well as many unemployed persons not on relief. All applicants for relief grants must be registered with the State Employment Service as one of the requirements to qualify for a relief grant. However, the records of the State Employment Service make no distinction between the registrant who is receiving relief and the registrant who is not.

Early in the Campaign, as job opportunities were found by Job Mobilization Committees in the field, many of these openings were referred, either by the Committees or Field Representatives, to the State Employment Service to make the placements.

The established Federal policy of the State Employment Service is to refer the best qualified applicant or applicants to the employer. As the records of placements started to accumulate at headquarters, it was found that an unusually low percentage of the placements were made from the relief rolls. This was a natural consequence of the State Employment Service policy, since the qualifications of relief recipients for employment were generally substandard, or at least not competitive with those of other applicants who were not in the relief status. This situation was called to the attention of County and Local Committees with the suggestion that special efforts be made to place employable persons from the relief rolls, and to make referrals di-

rectly with the cooperation of the local Public Assistance Office.

It was found that the Public Assistance Offices maintained lists of people available for referral together with their occupational classification. However, expressions were received from some counties that there was an undue delay in referring relief recipients to jobs that were open, and in some cases, no referral was made at all.

Comments were received to the effect that there seemed to be no person or organization in the Public Assistance Offices charged with the task of finding employment for relief recipients and to handle the mechanics of placement. In one or two instances, managers of Relief Work Projects under the Pierson Act had taken some preliminary steps in this direction on their own initiative, but for the State as a whole, a coordinated policy or program was lacking.

As a consequence of the policies of the two agencies mentioned above, the relief recipient is often at a disadvantage in securing employment through the State Employment Service, since his qualifications are usually sub-standard or not on a par with those of other registrants in his occupational classification. The need for some agency charged with the special responsibility of finding employment for these employable persons on relief seems necessary in the local offices of the Department of Public Assistance.

The Public Assistance Laws require that assistance grants shall be terminated if an offer of employment with fair wages and working conditions is refused, subject to appeal to the County Board of Assistance giving reasons satisfactory to the County Board for the work refusal.

In order to carry out this principle, the State Employment Service furnishes to each County Board of Assistance a record of all persons referred to a job, and of all placements made regardless of the relief status of the

referral. This information is submitted on a special form known as ES-1, devised for that purpose. The Public Assistance Office checks the names submitted with its own records to determine whether any of the persons referred to employment or placed by the State Employment Service are receiving Public Assistance. Where a placement has been made of a relief recipient, assistance is immediately discontinued. Where a relief recipient has been referred to employment, and refused the employment offer, the referral is investigated and if the refusal found unjustified, the relief case is closed.

Although this procedure is thoroughly sound in principle, complaints were general from County and Local Committees to the effect that the processing and checking of these forms by the County Assistance Offices was (1) slow and involved great delay in getting to the point of action, and (2) casual rather than thorough, particularly in the case of referrals to jobs and the subsequent refusals. The sentiment was general that this procedure should be followed more speedily and thoroughly.

Reports were received from some County and Local Committees that in their opinion the attitude of staff employees of the County Board of Assistance was too lenient in passing judgment upon specific instances of work refusal, and showed a tendency toward "coddling" the relief recipient. In many cases there would be undue delay until the matter could be brought to the attention of the County Board at its monthly meeting.

Department of Public Instruction

Another section of this report deals with the subject of vocational training and retraining. The development of this program from its inception had the close cooperation of the Department of Public Instruction, which has supervision over all vocational education projects.

The Superintendent of Public Instruction, the Director of the Bureau of Instruction and his Assistants cooperated full in the development of the entire program. The preparation of bulletins such as "Apprentice and Learner Training" and "Occupational Training and Retraining" had the close cooperation, advice and review of the Department Staff.

The Director of the Bureau of Instruction and his assistants attended several of the meetings of state-wide staff Committees to present the training story, and to answer specific questions and participate in general discussion.

The Superintendent of Public Instruction, in cooperation with the Job Mobilization Committee, arranged the state-wide Conference on Unemployment and Retraining, held in Harrisburg on March 27, 1940. This conference, attended by the Directors of Vocational Education, County School Superintendents, representatives of the Pennsylvania State Employment Service from all districts, representatives of the County Boards of Assistance, representatives of County Job Mobilization Committees and other public officers and interested citizens, served to crystallize the program on a state-wide basis.

At the present time representatives of the Department of Public Instruction are in continuing conferences with representatives of the Department of Public Assistance to work out procedures and programs for the extension of vocational retraining projects.

Work Projects Administration

The Work Projects Administration (WPA) is a Federal relief organization. Its purpose is to provide work relief for individuals on relief. States, counties, cities, boroughs, and townships may receive benefits by providing constructive projects. The sponsoring body provides the necessary tools and material; the WPA provides the supervision and labor.

Except for a small percentage of supervisory and skilled labor, the manpower of all WPA Projects must come from the families receiving relief from State Public Assistance Funds. Every employable member of a family receiving General Assistance is certified to the WPA as being eligible for employment, and 95% of the WPA employees are selected from this group. When a WPA worker receives a job in private industry, the WPA job is filled by another employable from the State relief rolls.

It was the intention of the Job Mobilization Committees to seek job opportunities and to place into private employment workers from WPA projects, because in so doing a vacancy would be created on the WPA rolls which would be filled by an employable member of the State Public Assistance Rolls.

The Work Projects Administration was requested to make available to the County and Local Committees the names and occupational classifications of WPA workers, in the same manner as this information was furnished by the Pennsylvania Department of Public Assistance, so that these Committees could make intelligent efforts to place these people in private employment. This information was not made available to Job Mobilization Committees during any portion of the Campaign.

However, the Work Projects Administration did cooperate by supplying statistical information, bulletins and manuals on Household Aide training, and in considering projects for the training of household workers in certain communities at the request of County and Local Committees.

U. S. Department of Labor - Wage and Hour Division

During the Campaign, manufacturers in different parts of the State reported difficulty in securing permission from the Wage and Hour Division of the U. S. Department of Labor, charged with the responsibility for enforcing the Federal Fair Labor Standards (Wage and Hour) Act, to employ learners at less than the minimum wage.

These instances were reported to the Regional Director for the Wage and Hour Administration, and each case was disposed of promptly in keeping with the facts of the case and the existing legislation.

The Job Mobilization Committee had the full cooperation of the Regional Director of the Wage and Hour Division, not only in expeditious handling of specific cases referred to his attention, but particularly in a formal statement released by him outlining the conditions under which vocational training and retraining programs could be conducted in industrial plants under the supervision of local school districts without violation of the Wage and Hour Act.

Federal Housing Administration

From its inception, the Job Mobilization Campaign had the enthusiastic and positive support of the Federal Housing Administration, particularly in regard to the Renovize Campaign.

The advice and counsel of representatives of the Federal Housing Administration were freely given in organizing the Campaign. Members of the staff spoke frequently at Job Mobilization meetings to explain how F.H.A. financing could be used to promote renovizing work. At meetings sponsored by the Federal Housing Administration, the cooperation of banking interests, contractors, suppliers of materials, etc., was solicited for the Campaign.

Literature printed by the F.H.A. was made available for distribution with Renovize Campaign advertising material. Permission was granted to use the F.H.A. technicolor sound film "Miracles of Modernization" motion picture film in the promotion of the Campaign.

THE RENOVIZE CAMPAIGN

In considering ways and means whereby unemployment, taxes, and the State relief load might be reduced, one of the first suggestions was the creation of job opportunities through the medium of an intensive drive to encourage property owners to make improvements to their various properties.

Therefore, to encourage the creation of more jobs, more sales, and more local business, it was decided to include a "Renovize Campaign" in the Job Mobilization Program. So far as possible, every effort was to be directed toward urging winter-month property improvements in order that idle painters, carpenters, plumbers, and other craftsmen might be given opportunity to work, and through these efforts provide employment for relief recipients and other unemployed persons, thereby improving local business in general through increased pre-season sale of goods and materials.

The Objectives

The major objectives of the Pennsylvania Renovizing Campaign are set forth in a statement by Governor Arthur H. James, issued on February 5, 1940, the opening day of the state-wide Campaign. This statement follows:

> Everyone profits when a man gets a job. New wage dollars spring immediately into wide circulation. They work harder and longer than any other dollars. Pennsylvania in recent weeks has experienced the thrill that accompanies the addition of thousands of new wage dollars to its trade channels. .. dollars that would not have been released for circulation had the Pennsylvania Job Mobilization Program not been organized.
>
> A great experiment has been started, is proving successful, and will continue for some weeks to come. Already more than 20,000 men and women have been added to the payrolls of business and industry. More are getting back to work each day. The ranks of the million unemployed are being depleted — slowly but surely — and prospects for reducing unbearable relief costs become brighter each day.
>
> A new phase of the Job Mobilization Program is about to begin.

> It should provide immediate jobs for thousands... and immediate circulation of more new wage dollars. We suggest that every property owner look at his home, store, factory or farm with the critical eye of the buyer. We suggest that each determine the extent of repair, remodeling and repainting that will be required to modernize that real property, and to have the necessary work started at once, while unemployed skilled workers are available in an ordinarily slack season. A similar campaign in Philadelphia several years ago produced $23,5000,000 worth of business.
>
> Therefore, I urge the general public to cooperate wholeheartedly in a Pennsylvania Renovize Campaign beginning Monday, February 5, and in that period initiate all possible renovizing of real property to the end that unemployment conditions be relieved as much as possible and added incentive brought to full recovery in business and industry throughout the Commonwealth.

Early in the Job Mobilization Campaign the Renovize assignment became a natural one for operation by County and Local Women's Committees, and it was suggested that these groups either conduct the Local Campaign or cooperate with the Men's Committee. Splendid cooperation in the Renovize Campaign was given by the Women's Committees in every section of the State.

"Renovize" is a new word, found only in the most modern dictionaries and interpreted to mean "to modernize, improve, renew." Throughout the Campaign all kinds of improvements were urged for various types of buildings, including apartments, factories, farm buildings, homes, hotels, office buildings, alterations, landscaping, general repairs, and clean-up operations. Various suggested types of work included carpentry, concrete, electrical, heating, masonry, painting, papering, plastering, plumbing, and roofing. Since the purchase of new equipment provides for the movement of goods and the creation of work and wages, check lists in this classification included awnings and screens, curtains and drapes, furniture, radios, refrigerators, rugs, linoleum, stoves, washers, etc.

The special appeal of the Renovize Campaign as a work and wage pro-

ducing medium was enhanced by the fact that wages constitute from 50 to 70 per cent of the average property Renovize improvement.

Cooperation

An early and effective impetus to the Campaign came through the announcement of a pledge of full cooperation by the eastern and western Pennsylvania Directors of the Federal Housing Administration. It was announced that F.H.A.-insured Modernization Loans up to $2,500 could be obtained for property improvements from qualified lending institutions in the various communities. Provision was made whereby all F.H.A. county offices were given complete information about the Renovize Campaign in order that full cooperation could be given by F.H.A. offices in the various communities. The F.H.A. used various publicity and advertising media, including radio broadcasts to promote the Renovize tie-in possibilities. Four prints of the F.H.A. technicolor motion picture "Miracles of Modernization" were made available for use by the Job Mobilization Committee. This film dramatized effectively the various major operations connected with home repair and modernization.

Indorsements of the Renovize Campaign came from many influential state-wide organizations, including the following:

Job Mobilization Committee on Retail Cooperation: Arranged for a detailed bulletin issued by the Pennsylvania Retailers Association which included suggestions for renovizing store premises and stimulated employment of local craftsmen.

Job Mobilization Committee on Development of Pennsylvania Industries: Through which the sub-committee on Building Trades and Allied Manufacturing Industries advocated wholesale remodeling of run-down homes in urban blighted areas to make them habitable for low income families.

Pennsylvania Real Estate Association: Cooperation pledged by the Association President through encouragement of real estate owners to do necessary maintenance and renovize work during the winter months to assist in relieving unemployment among craftsmen.

The American Legion: Endorsement by State Officers who requested all Posts in Pennsylvania to cooperate wherever possible in local Job Mobilization and Renovize Campaigns; in the Philadelphia Campaign 55 American Legion Posts gave active cooperation.

State Bankers Association: Urged member banks to assist in promoting Renovize Campaigns in every community through contacting newspapers, contractors, material men, painters, etc., acquainting them with the fact that credit could be obtained at local banks for modernization work.

Pennsylvania Association of Milk Dealers: Contacted all members urging Renovizing work on their properties to include plant improvements, repairs, alterations, etc. Pledges were received by the State Headquarters office of this organization.

Philadelphia Real Estate Board: Arranged for organization of the Men's Renovize Committee in Philadelphia; members provided leadership for the Campaign which opened April 1.

Campaign Materials

Prior to the actual opening of the State-wide Renovize Campaign on Monday, February 5, various aids and materials were assembled by the Harrisburg Headquarters Office and distributed to County and Local Committee Chairmen. These included the following:

1. Renovize Campaign Manual, Procedure Bulletin No. 6, January 31, 1940, (5,000 copies - Exhibit S-4) -- A 17-page manual and guide for organizing county and local Renovize Campaigns. It set forth the purposes of the movement, organization of county and local Renovize Committees, and suggested procedure covering the educational campaign and the sales campaign. Included were:

    a. Suggested list of dealers, stores, manufacturers, and businesses whose representatives could be asked to cooperate in a local Renovize Campaign.

    b. Suggested list of Renovizing installations and improvements for use in local Renovize Campaign.

    c. Suggestions for local newspaper articles to be coordinated with state news releases from Headquarters Publicity Office.

    d. Suggested proclamation for mayor or burgess to open local Renovize Campaign.

a. Procedure Bulletin No. 4, "Miracles of Modernization" Film.

Another feature of this Manual was a suggested form for canvassers in obtaining Renovize participation pledges, indicating the estimated cost and the type of improvement planned by the property owners.

2. Renovize -- The New Word For More Jobs, (2,450,000 copies - Page 214) -- An attractively printed 8½" x 6½" folder which briefly told the story of the Renovize Campaign, suggested various improvements that could be made to various buildings, and gave information concerning FHA Modernization Loans. Also featured were "The modern three 'R's' for the property owner -- Repaint, Reroof, Remodel" and a coupon providing for an "honor roll" for all property owners who would cooperate. A list of home and plant improvements eligible for financing with FHA loans also was included. Supplies of this folder were sent to each County Chairman for distribution through local committees. Methods of distribution to property owners varied and included public utility monthly bill mailings, distribution through banks, department stores, retail stores, door to door distribution by boy scouts, distribution at various Job Mobilization and Renovize Committee meetings.

3. Renovize Placards, (Page 214) -- A total of 110,000 dash cards, car cards, window cards, and gummed signs, made up in sizes similar to the Job Mobilization Program cards and were distributed to County Chairmen for placement at suitable points to advertise the local Renovize Campaign.

4. Newspaper Advertising Mats, (Page 183) -- Of the six full- and half-page advertising matrices provided for the Job Mobilization Program, two were devoted entirely to the Renovize phase, under the titles "Renovize Your Home, Factory, Farm, Store," and "One Word Will Put Pennsylvania's Idle Men to Work -- It's Renovize." These mats were used effectively by a large number of newspapers and in many instances the copy was changed to provide a local slant. Publication was sponsored by various local business, banking, and industrial firms. In many instances newspapers, with the cooperation of local Renovize Committees obtained advertising from local dealers and building and supply firms, tying in their product or service with the Renovize Campaign movement. One newspaper ran as high as six pages of this type of advertising in one issue.

5. Signature Mat - Two hundred and fifty special mats of a symbol, showing the outline of the State of Pennsylvania and bearing the slogan, "Cooperate with Renovize Campaign, Job Mobilization Committee," were supplied to advertising managers of all daily newspapers and a selected list of weekly newspapers. These were used in tie-in advertising by the newspapers, and were available in width sizes of 1, 2, and 3 inches.

6. Participation Report Card, (1,250,000 - Page 84) -- These cards were made up in accordance with the suggestion contained in the Renovize Campaign Manual and a sufficient supply was sent to each County Chairman for distribution to home owners in all areas where Renovize Campaigns were being conducted. The card was provided as an aid to canvassers and committee members in general in order to facilitate the operation of the local campaign and to provide a basis for progress and final reports on the local campaign. Methods were suggested for distribution, similar to distribution for the Renovize Folder.

7. Home Shows, Exhibits and Displays, (Page175) -- Through the Campaign Manual and special lists, suggestions were provided for setting up store window displays, featuring various kinds of materials and supplies to be used in Renovize work. Suggestions were also made for active participation in "home shows" or "builders shows" usually conducted in some communities throughout the State.

State Headquarters Procedures

As in any similar undertaking, various difficulties were presented in the organization and operation of the state-wide Renovize Campaign. Initial announcement of the plan and purpose had created interest, and the Women's Committees in many counties soon began asking for more detailed information and assistance on organization and procedure.

As physical aids to local Renovize Campaign organization procedure the Headquarters Office early in January made available to County Chairmen sizeable supplies of the Renovize Folder, followed by special placards "RENOVIZE NOW". These immediately created a demand for more detailed information, and when the Renovize Campaign Manual made its appearance simultaneously with the Governor's announcement of formal opening of the state-wide campaign

on February 5, many local groups proceeded immediately with organization for their participation. In other sections it was difficult to arouse interest as long as cold weather continued, and even initial organization was delayed until the month of March. In still other communities reports came to Headquarters that little interest was being displayed, and for many of these a special program of public relations was instituted successfully, resulting in immediate action.

Before most of the local campaigns were underway Headquarters had supplied printed Participation Report cards for distribution through each County Chairman, and their use proved to be most effective in obtaining desired results. These cards provided a check list for the property owner and proved to be a great aid in this respect. They also provided for a "key" listing of the type of property improvements planned by various owners, and enabled the local committee or Chamber of Commerce or merchants' association to indicate to various members or dealers an opportunity to obtain new business.

In order that uniform types of reports to Headquarters might be obtained weekly from County Chairmen, local Renovize Committee Chairmen made weekly reports which were summarized and sent to Headquarters by the County Chairmen, on special forms provided for this purpose. Midway in the Campaign a questionnaire survey provided opportunity to bolster many local programs that were lagging.

Local Campaign Procedures

In full recognition of the fact that each county and community presented a different situation with respect to operation of a Renovize Campaign, no set pattern of procedure was established. The Renovize Manual provides a general suggested plan adaptable to varying local conditions. In this way

the responsibility for local organization and operation was left to local initiative, the approach to be determined in accordance with local conditions and opportunities. It was believed that the type and effectiveness of the local leadership also would determine largely the method for conducting the Campaign.

In a number of cities, notably Philadelphia, Chester, Jeannette, and Warren, business men cooperated in raising operating funds in order that an extensive campaign might be waged. In other communities very effective types of organization were established. For example, in Luzerne County a detailed, step-by-step campaign was instituted after the fashion of a military campaign: a "barrage" of publicity including use of newspapers, radio, window displays, motion pictures and campaign literature, prepared for the approach of the "infantry," a crew of canvassers for intensive activity on the "firing line," followed by two weeks of "mopping up" operations to tie in all loose ends and to make sure that every objective had been taken.

Another typical program (Chester, Delaware County) included a publicity campaign featuring newspaper articles and advertising, cash prizes for window displays, truck and car cards and placards, direct mail, radio, essay contests in the schools, trolley and bus signs, speakers, motion pictures, prizes for outstanding commercial building and private residence renovation, tie-in of merchants' advertising, report luncheons and dinners, and a Victory Dinner to climax the Campaign at the end of May. Local business men contributed a fund of $1,400 to cover expenses of the Chester Renovize Campaign.

As in many other communities, the local group in Philadelphia delayed the opening of the Campaign until April 1, and then staged an intensive drive that included many of the usual features, plus street banners across Broad Street, pennants on taxicabs, and distribution of printed folders through banks, milk dealers, cleaning and pressing establishments; 38 five-and-ten

stores displayed placards and distributed literature. An example of dealer cooperation is shown in the enlisted support of some 1,500 paint manufacturers, distributors and salesmen tied in with a "Paint Up, Clean Up" feature of the Campaign.

Still another campaign technique was demonstrated effectively in the city of Warren. The area was mapped by districts and nearly 100 members of Women's Committee on an appointed day started an all-day house-to-house canvass to obtain pledges for property improvements. At noon members of the Men's Committee entertained the women workers at lunch, and the canvassing continued in the afternoon. Nearly 4,000 homes were visited and a gratifying report was given at a dinner arranged by the men.

In Erie the city was mapped out in block areas and under a special Relief Work Project 150 relief recipients were assigned to a house-to-house canvass under the direction of the local Renovize Campaign Committee. The Mayor of Pottsville directed a similar canvass in that city. After the launching of the Campaign by a large street parade headed by a brass band and a community rally held in a local theatre at which pledges for some $80,000 of renovize work were secured. In Allentown and some other cities, for the duration of the Campaign, all windows in a skyscraper building were darkened at night except those which formed on three sides the huge letter R in brillant light. In many cities the Chamber of Commerce, Rotary, or Kiwanis Club undertook to steer the activities of the Local Renovize Campaign.

"Carlisle on Parade" was the slogan adopted in that city in preparation for renovizing activities in anticipation of the July opening of the new all-weather turnpike connecting Carlisle with Pittsburgh. In Carbondale, unemployed members of the Central Labor Trade Union voluntarily canvassed the business section in the interests of the Renovize Campaign. In Scranton the

Campaign was tied in with the local Centennial Celebration.

In Grove City committee members surveyed every business property and listed improvements and repairs they thought could be done with profit to the owner, then visited the owners in the interests of renovizing. Flood damage in Wilkes-Barre and vicinity gave the Renovize Committee more incentive and the goal was increased from $1,000,000 to $2,000,000 for property improvements. In Blair County an especially well organized committee covered the area with outstanding results through feature advertising and publicity. This County was the first to announce an "Honor Roll" of Campaign participants.

During the progress of local campaigns, leaders in many communities devised ways and means for meeting unusual or unexpected situations. In Luzerne County, for example, committee members felt that recognition beyond the publishing of an Honor Roll should be given all who participated in the Campaign through property improvement. They printed a supply of gummed window stickers, one size for homes and a larger one for stores and industrial or business places, red ink on yellow paper, with the slogan: "RENOVIZE - We're Doing Our Bit." There was immediate stimulation of interest in the Campaign.

In scores of cities and towns the Renovize Campaign opening was signaled by the issuance of a formal proclamation by the mayor or burgess. In many communities the committees called upon Boy Scouts and school children for house-to-house distribution of Renovize Folders and Participation Report Cards.

As should normally be expected in a state-wide voluntary movement, program building was slow and uncertain in many sections. One of the earliest reactions met in most communities indicated that the unusually long and cold winter season was not favorable to exterior property improvement work. In

fact, this feeling was almost universal and brought about a slowing up of one of the objectives of the state-wide Campaign, that of providing work during the winter slack season. Another unfavorable reaction to success was the feeling on the part of many property owners that if they improved their property to any great extent the tax assessments automatically would rise. In such cases the local leaders were asked to consult with local assessors and make every effort to relieve such fears. In one community the tax assessor was asked to broadcast, refuting all disquieting rumors.

As the Campaign progressed new opportunities, ideas, suggestions and material aids were prepared and sent to committee chairmen from the Harrisburg headquarters office. In this connection, the letters, bulletins, and forms used in advancing the interests of the Campaign included the following:

Renovize Bulletins

1. February 21, Bulletin R-1, suggesting exhibits at local "home shows" or "builders' shows."

2. February 21, Bulletin R-2, to all interested in the rehabilitation of urban blighted areas (with FHA Washington news release).

3. February 28, Bulletin R-3, Suggestions for Distribution of Participation Report Cards.

4. February 29, Bulletin R-4, Questionnaire -- progress report for local committees.

5. April 1, Bulletin R-5, Renovize Campaign Reports -- Instructions on making weekly reports, requesting break down of renovize work and new construction work.

Procedure Bulletins

1. January 24, Job Mobilization Committee Procedure Bulletin No. 4, "Miracles of Modernization" Film (P.H.A.)

2. January 31, Job Mobilization Committee Procedure Bulletin No. 6, "Pennsylvania Renovize Campaign Manual."

Letters to Cooperating Organizations

1. February 1, To Trade Associations advising of shipment and suggesting distribution of 400 copies Renovize folder.

2. February 5, To all Pennsylvania Mayors and Burgesses transmitting suggested proclamation opening local Renovize Campaign.

3. March 4, To Advertising Managers, all daily and selected weekly newspapers, suggesting use of "signature cut" for Renovize advertising. (Mat sent to each.)

4. March 6, To Secretaries of Chambers of Commerce suggesting use of Renovize Campaign participation report cards.

Letters to County Chairmen

1. January 18, advising shipment and distribution - Renovize Folder, "Renovize -- The New Word for More Jobs."

2. January 26, advising shipment and distribution of Renovize dash cards, car cards, window cards, gummed signs.

3. February 5, transmitting news releases on "Governor announces renovize campaign" (weekly release); Governor's announcement, opening of State-wide Renovize Campaign (daily release).

4. February 26, advising shipment and distribution of "Renovize Campaign Participation Report Card."

5. March 18, advising report cards to be retained by County Committee; weekly reports to Harrisburg headquarters. (10 copies weekly report form included.)

Lists

Late February, TitleI Approved F.H.A. Financial Institutions (by counties)

Radio Announcements

1. February 14 - February 17 (inclusive)

2. February 19 - February 24 (inclusive)

3. February 26 - March 2 (inclusive)

4. General Statement - Renovizing

5. March 4 - March 9 (inclusive)

6. March 19 - March 23 (inclusive)

7. March 26 - March 30 (inclusive)

8. April 22 - April 27 (inclusive)

9. April 28 - May 4 (inclusive)

Radio Scripts

1. February 10, "Andy and Jane", dialogue script

2. February 28, Comedy Script

3. March 18, Interview Discussion on Renovizing

OCCUPATIONAL TRAINING AND RETRAINING*

A serious shortage of skilled and semi-skilled workers, considered especially grave in the light of a possible future national defense emergency, was one of the most disconcerting reports that came to the attention of the Job Mobilization Committee in the first days of its existence.

The situation was such as to be viewed with alarm. On the one hand a million men and women were caught almost hopelessly in a vast whirlpool of unemployment. On the other, employers and employment agencies were searching in vain for eligible workers to fill thousands of jobs that had become available, jobs for which employers demanded standards of work habits and performance that available workers could not meet. Efforts to match men with jobs that required these skills soon proved to be an impossibility. Public employment agencies, for the first time in the almost eight years of their existence, were forced to advertise for candidates for jobs!

Initial reports of the skilled labor shortage came to Job Mobilization headquarters from employers who had experienced difficulty in obtaining satisfactory workers. State and Local Committee members soon learned of the shortage through first-hand contacts with local industrial conditions. They said fifty additional men or women could be put to work here, three or four hundred could be put to work there, if only workers possessing the necessary skills were

---

*For suggested methods of procedure evolving from this phase of the Program, see:

Exhibit S-8	"Training of 'Apprentices' and 'Learners' to Meet Shortage of Skilled Workers."
Exhibit S-9	Procedure Bulletin No. 7, Part I, "Occupational Retraining."
Exhibit S-10	Procedure Bulletin No. 7, Part II, "Occupational Adjustment."

readily available.

In many instances, it was pointed out, these skills could be obtained in a relatively brief period through intensive training. In others the Federal Wage and Hour Act provisions presented difficulties for employers in "learn while you earn" projects.

What could be done to relieve the situation? And, more specifically, what could the Job Mobilization Program do about it?

At first glance it was seen that the depression years had taken their toll in a serious reduction of apprentice training opportunities. Also, it appeared to many observers that the public schools had neglected opportunity to make a more definite contribution to the occupational adjustment of youth entrusted to their care.

Facts Obtained

These and other phases of the skilled labor shortage problem were so closely related to the objectives of the Job Mobilization Program that immediate action was imperative. The first official step was to seek detailed information and cooperation from the State Employment Service and other agencies, including the Departments of Public Assistance and Public Instruction.

Early reports from the State Employment Service indicated a definite shortage of competent workers in approximately 300 occupational classifications, most of them in the skilled trades. (See Exhibit S-6 "Occupational Classes Showing No Applicant Available in Files of the State Employment Service.")

During the last six months of 1939 the employment gain throughout Pennsylvania was approximately 210,000 workers. In a break-down of 200 occupational classifications it was found that

12,000 jobs openings had to be cancelled because no qualified applicants were available through the State Employment Service registrations. Only 3,900 placements were made for approximately 16,000 requests filed with the Service. (See Exhibit S-7 "Order Activity in Selected Occupations, July-December, 1938.")

Program of Objectives

With this information at hand, the problem appeared to present opportunity for the Job Mobilization Program to meet, in no small measure, some of its principal objectives. The Executive Director, in an effort to work out a possible solution, at once instituted a survey with the cooperation of State Departments and other interested agencies, and evolved the following program of objectives:

1. To determine the approximate number of employables on relief who were mentally and physically able to profit through vocational training and retraining, and thereby qualify for available jobs.

2. To determine ways and means whereby the unemployed and those on W.P.A. might be prepared to qualify for skilled or semi-skilled occupations wherein opportunities for employment exist.

3. To consider the employment problems of public school drop-outs and those high school graduates who cannot go to college, and the "white-collar" vs. "blue-collar" job opportunities for youth.

4. To stimulate the training of "apprentices" on the basis of 4,000 hours of work and related instruction in industry.

5. To stimulate the training of "learners" on the basis of less than 4,000 hours of work and related instruction in industry.

6. To cooperate with administrators of the Federal Fair Labor (Wage and Hour) Act in the expansion of industrial plant training programs under public school supervision.

7. To increase the scope and effectiveness of training for the Household Service Occupations (Domestics).

8. To provide for the training of "Household Aides," girls and women equipped to work in homes where there is illness and where the family income is so low that the hiring of trained or registered nurses is an impossibility.

9. To encourage the expansion of adequate occupational training and retraining for in-school youth in the public schools to aid them in meeting the future occupational needs of the community.

10. To encourage the expansion of occupational training and retraining for out-of-school, out-of-work youth and adults in cooperation with the local public schools, to meet immediate local occupational needs.

11. Through local occupational adjustment programs for youth and adults, by means of supervised occupational guidance, training, and placement activities, to bring about substantial reduction of unemployment, especially for those employables who are on direct relief.

12. To provide incentive and inspiration for local public school administrators and executives to examine school programs in the light of local and area occupational supply and demand, and to adjust the school curriculum in accordance with such findings.

13. To encourage the registration of out-of-school unemployed youth with the State Employment Service, the installation of occupational information and guidance programs for youth in the State Employment Service, and expansion of such activities in the public schools.

14. To consider ways and means for the establishment of County and Local units that could provide for county and local occupational adjustment programs.

15. To encourage coordination of effort on the part of the various State Departments and other services equipped to deal with the occupational adjustment of youth and adults, notably the Departments of Public Instruction, Public Assistance, Commerce, Labor and Industry (State Employment Service), Work Projects Administration, National Youth Administration, etc.

16. To consider all of the above in the light of the certain need for skilled and semi-skilled workers in the event of a possible national defense emergency.

Who Should be Trained?

Immediately there arose the problem of community occupational supply and demand and the relation to "supply" of those agencies

normally designated for the equipment or training of individuals for the skilled, semi-skilled, and little-skilled trades and occupations.

It became obvious that any program designated to obtain results in line with Job Mobilization objectives should take care of the primary employables on relief and other eligible unemployed persons.

Through the experiences of certain communities it was learned that many persons on relief, W.P.A., or unemployment rolls possessed old or fragmentary skills for which renewal or adaptation to new methods would pave the way for permanent employment. Similarly, it was believed that many untrained, employable relief recipients possessed qualities that would permit them to profit through training to the extent that they too could qualify for available jobs requiring varying degrees of skills.

Equally important loomed the fact that nearly half of the 85,000 youth graduated annually from our senior high schools -- and possibly a greater percentage of the 75,000 who each year drop out of high schools -- join the ranks of the unemployed, chiefly because they do not possess the training and aptitudes considered necessary to enter any gainful employment in which job opportunities might be presented.

Were the schools doing their share? Did public education leaders fully realize the significance of their responsibilities in the preparation and adjustment of youth to occupational life? Was industry doing its part in the training of youth? What could be done to make relief recipients more employable, to get them off relief rolls, and to put them to work in jobs that actually exist for those who possess the required skills and abilities?

THE WILLIAMSPORT PLAN

Almost as soon as the importance of the skilled labor shortage was indicated to Job Mobilization leaders attention centered on "The Williamsport Plan of Jobs for Relief Clients." Operation of this plan in the public schools of the city of Williamsport, Lycoming County, was so nearly in line with Job Mobilization objectives that a study was instituted immediately.

Under the Williamsport Plan, which had been in operation for nearly ten years, several thousand relief recipients had been made employable and placed in jobs through a coordinated program of occupational guidance, training, and placement.

In the past five years alone a total of 2,522 placements in the skilled labor field resulted from the retraining program which had the active support of various local groups, including business, industry, and the County Board of Assistance. A retraining school provided for the adjustment of unemployed workers, C.C.C. and N.Y.A. classes, rehabilitation of the handicapped, an adjustment center, business classes, and special programs for specific unemployed groups. In addition to high school industrial classes in eight vocations for in-school youth, fifty vocational courses were offered for employed adults. Salaries of teachers of retraining classes are paid directly to the teacher by the Department of Public Instruction.

Over a period of years there had accumulated sufficient evidence to show that the training and retraining program in Williamsport had reduced the relief problem practically to a minimum. The objective was to promote every employable and trainable relief client

to a job on a private payroll. This premise was definitely in line with the then current thought of Job Mobilization leaders, and the advantages of expanding similar programs to other communities of the State began to take form.

Endorsement of the Williamsport Plan was made public by the Executive Director in a news release on January 5th. It was recommended for adoption by other cities throughout Pennsylvania. The particular appeal in the Williamsport Plan was in the fact that the average cost for training or retraining and placing a relief recipient was less than $100.00 per year. In shorter training courses the cost per trainee in some communities was found to be as low as $5.00, and even less, depending upon the nature of the course and the number enrolled.

The comparatively low cost of training and retraining, when contrasted with the $571.00 required to maintain a single relief case for a year, served to indicate definitely that transfer from relief to jobs via vocational training and retraining would be a logical and definite approach to reduction of the relief load.

STUDY OF EMPLOYABLES ON RELIEF

Examination of the Williamsport program revealed local estimates that approximately seventy per cent of relief recipients, classified as able and willing to work, were unskilled or possessed obsolete skills. About eighty-five per cent of these were found to possess sufficient background, education, and inherent ability to do skilled and semi-skilled work.

If these estimates should be found to be true in other communities of the State there should be excellent opportunity for

material reduction of the relief rolls through supervised vocational training and retraining when jobs are known to be available. However, the Williamsport estimates seemed to be high, and need for a state-wide survey became desirable. The Job Mobilization Executive Director consulted with representatives of the State Employment Service and the Department of Public Assistance, and arrangements were made for a cooperative "Vocational Training Study of Employables on Relief." (For detailed report see "Special Studies.")

Method and Results

Because time limitations would not permit a detailed or complete study, a "sampling" survey was conducted in April in forty counties covering from five to twenty-five per cent of employables on relief. Random selection of names of employables were supplied by County Boards of Assistance, with the age, color, sex, and primary occupational code number given for each. Interviewers in the local State Employment Offices, from the regulation registration cards in their files, then recorded whether or not the person listed had had any vocational training and the type and duration of such training, physical handicaps, extent of schooling, and the occupation in which the individual then was seeking employment.

The Employment Office staff member then was asked to answer the question: "Would you suggest any retraining for this person?" These answers were given on the basis of personal opinion through analysis of the work and placement history presented on the registration cards.

Tabulation and analysis of the results indicated that 23 per cent of the more than 8,000 individuals included in the survey were recommended for training or retraining. The percentage range

by counties was from zero to 65.5, and the average was found to be characteristic of the large industrial counties of the State. The largest percentage in types of occupations for which training was suggested was found to be in the skilled trades, followed in order by clerical workers, production workers, and service workers. Because only ten per cent of those included in the survey were women, need for training courses in the field of domestic service is more important than its percentage position indicates.

Opportunities Revealed

In connection with this vocational study of relief recipients, it is important to observe that the decision on eligibility for training or retraining was based on the personal opinion of an Employment Office staff member, and from information presented on registration cards only. It is generally agreed by responsible Employment Service interviewers and executives that had there been opportunity to apply personal interview techniques the 23 per cent of eligible relief recipients would be increased to not less than 30 per cent.

Assuming for example, that 28 per cent of the 155,000 employable relief recipients during the month of April, 1940, are trainable, approximately 35,650 should have opportunity to qualify for training, and ultimately for jobs. Considering that each potential trainee represents a relief case, the ultimate reduction in the relief rolls would be close to 42,780 cases.

This and other surveys indicated that training classes could not be expected to draw more than 60 per cent of their minimum of 15 enrollees from relief rolls. The remaining forty per cent would

be drawn from the mass of the unemployed, potential relief recipients who would represent better prospects for training and retraining than those on direct relief. This forty per cent would not necessarily include W.P.A. workers or N.Y.A. enrollees who are unlikely to leave paying assignments for non-paying training projects. Also, these groups already are receiving training practice of one kind or another.

These two groups would provide a total of approximately 60,000 prospective eligible trainees, 36,000 from relief lists and 24,000 from general unemployed lists.

The present capacity of all public school manual training shops is 6,000 students at one time, in regular day school periods, and for all types of courses. Many training and retraining courses, however, can be completed within a few weeks of intensive instruction and practice.

It is estimated that through the use of double, and even triple "shifts" in the school shops, and with the cooperation of industry in setting up plant training projects, the entire 60,000 eligibles could be enrolled for at least a start on training and retraining, if national defense or other emergency conditions made such action necessary.

In Williamsport a double shift of retraining classes has been in vogue for some time in some classes. The demand has reached the point where a three-shift program has been requested. This plan is reported to be in successful operation in Connecticut.

It is difficult to estimate the per student cost of industrial training and retraining, largely because enrollments and length of training period vary, even in different localities. A conserva-

tive estimate is held to be $25.00 per person trained. Unless emergencies arise, training of more than half of the eligibles probably would not be in order, and then it should be undertaken only when there is reasonable expectation that jobs are in sight for the people trained. On the basis of 30,000 trainees at $25.00 each, the cost would be $750,000 a year.

While it is known that a more or less continuous cycle exists showing a trend from jobs, to relief, to W.P.A., and back again to jobs, the cycle continues chiefly because the jobs are of a temporary nature. But in view of the fact that the State Employment Service and other sources persistently report the need for skilled and semi-skilled workers, any movement that tends to equip individuals for permanent jobs that are known to be available, undoubtedly will tend to break the cycle. This is what happened in the case of Williamsport, even to the extent of providing workers for jobs in other communities. This is what the Job Mobilization Campaign for training and retraining hopes to do for other communities throughout the State.

In view of these possibilities for early reduction of the vast pool of the unemployed it became apparent that the proposed program for the expansion of occupational training and retraining should be advanced vigorously by the Job Mobilization Committee and any agency or agencies that might be designated to carry out its objectives.

It is recognized, of course, that many problems and possibilities need to be given due consideration in a mass program of this type or in any planned action to reduce the vast pool of the

unemployed. For example, if a relief recipient who is enrolled in a training course should be assigned to a W.P.A. project it would be necessary, under present regulations, for him to drop the training and go to work on the W.P.A. project, unless a satisfactory replacement could be supplied from relief rolls. Possibly W.P.A. might be persuaded to make exceptions in such instances. The only alternative is to provide W.P.A. workers with training classes at night or on other free time.

THE WOODSIDE ACT

Early investigations into the possibility for extending the vocational training and retraining program, as exemplified in the public schools of Williamsport, revealed that most of this type of vocational education was financed by a special fund provided for the Department of Public Instruction through Act 389, Session of 1939, known as the "Woodside Act."

The Woodside Act provides for payment of the salaries of teachers, supervisors, and coordinators of various vocational schools and classes, including industrial courses, "in cooperation with employment offices, for the training, retraining, and instruction, and occupational adjustment of out-of-school, unadjusted persons over sixteen years of age who have left school and who, due to changing conditions, are in need of training, retraining, and instruction, and occupational adjustment in order to enter or reenter employment or to continue in employment..."

The $37,500 allocated for the 1939-1940 school year had become exhausted in the Fall. To meet the emergency it was arranged that new projects in a program of expansion should be submitted on

their merit, and if approved by the Superintendent of Public Instruction, would be recommended to the Budget Secretary for payment of the salary of the project teacher. A tentative maximum of $10,000 was agreed upon for allocation to new Woodside Act projects through May 31, 1940.

APPRENTICE TRAINING

One of the first steps taken by the Job Mobilization Committee toward relief in the skilled labor shortage situation followed information to the effect that during the coming year a rather serious shortage of automobile mechanics could be expected. On December 15th, a letter outlining the purpose of the Job Mobilization Committee and urging cooperation in the establishment of apprenticeship training programs was addressed to fifty factory executives of twenty automobile manufacturing companies throughout the country.

This letter to the automobile manufacturers pointed out that the shortage of skilled mechanics to a large extent was due to there having been few apprentice training opportunities provided by industry during the past ten years, and that serious thought had not been given to the problem by the various local automobile dealers. It was reported that automobile mechanics were leaving dealers and garages for jobs as mechanics in industry, attracted by a higher rate of pay. The letter requested cooperation of the manufacturers in the establishment of apprentice mechanics in the garages and shops of dealers throughout Pennsylvania, thereby providing work for many unemployed young men and bring about a reduction in the cost of direct relief. Every letter drew a reply signifying willingness to cooperate to the extent of each manufacturer's ability.

Encouragement in the hiring of automobile mechanic apprentices by local automobile dealers and service garages was given December 27th in a special bulletin issued to all members of the Pennsylvania Automotive Association by the association manager. The long-standing belief that such apprentices should be paid approximately $20.00 a week to comply with labor laws was exploded, and the fact that Pennsylvania has no wage and hour restrictions for men was emphasized. Members were urged to cooperate in every way possible with local Job Mobilization Committees.

By mid-January, 1940 the Committee for Development of Pennsylvania Industry, through discussion of the skilled labor shortage, deplored the almost negligible attention to apprentice training during the depression years. At this point the Executive Director authorized the preparation and distribution of a special Job Mobilization bulletin on "Training of 'Apprentices' and 'Learners' to Meet Shortage of Skilled Workers" (See Exhibit S-8) It was pointed out that the high average age of skilled master craftsmen indicated an alarming prospect for the future unless more extensive training for younger workers was instituted immediately. The bulletin presented details of apprenticeship training acceptable to Federal, State, industrial, and educational agencies, and provided detailed instructions and regulations for cooperation by the public schools in preliminary training for apprentices and learners. Copies were sent to executives of industrial firms throughout the State.

Perhaps one of the handicaps to the advancement of apprentice training lies in a certain unavoidable conflict of duties between the State and Federal agencies to which operation of apprentice

training arrangements are assigned. The following explanation of the set-up is taken from Bulletin 338, "Apprentice Education Program and Plan of Cooperation with other Agencies" issued in 1939 by the Department of Public Instruction:

> "Two State agencies and two Federal agencies are vitally concerned with the promotion and establishment of adequate apprenticeship programs. These agencies are the State Apprenticeship (Standards) Council established in the Department of Labor and Industry, the State Apprenticeship (Education) Council in the Department of Public Instruction, the Federal Committee on Apprenticeship in the United States Department of Labor, and the Office of Education in the United States Department of the Interior. Each of the Federal agencies works through the State agencies. On each of these State and Federal agencies the employee, the employer, and the public is adequately represented.
>
> "A working agreement has been reached whereby the State Apprenticeship (Education) Council and cooperating educational agencies, is concerned with the education of the apprentice, with instruction on the job, and in related instruction and trade technology in the classroom. Appointed by the State Board for Vocational Education, it derives its authority from the Federal and State Vocational Education Acts. It will be the function of educational agencies to assist in carrying out the instructional program set up or implied in the apprentice agreement.
>
> "The State Apprenticeship (Standards) Council is concerned with the apprentice as a worker, with wages, hours, working conditions, and with setting up the apprentice agreement. This Council, appointed by the Governor, derives its chief responsibility from the regulations of the Administrator of the Federal Fair Labor Standards Act and subsequent acts. Its first concern is with apprenticeship in industries whose products are sold in interstate commerce, paying less than the minimum wage set under this act, and with apprentices in industries and on projects concerned with government contracts."

The Pennsylvania law governing maximum hours for workmen was declared unconstitutional, and there is no minimum wage for men. The Federal Wage and Hour Law requires a minimum wage of $.30 per hour, and up to the present time there has been no court decision or any interpretation which would place a retailer of automobiles, doing more than 50% of his business in this State, under this Act. It would

appear, therefore, that dealers could employ apprentices at reasonable figures, and even though they did comply with the $.30 minimum per hour wage under the Federal Law, and worked their mechanics forty-two (42) hours a week, the salary would amount to but $12.60 a week.

In addition to the reluctance of employers to become entangled in the Wage and Hour Law regulations with respect to apprentice training, the attitude of organized labor proved to be a distinct handicap during the depression years. Employers contended that continuing changes in work and production methods made desirable the employment of apprentices, but labor unions steadfastly maintained that as long as there were unemployed craftsmen there could be no need for apprentices.

Wage and Hour Act Provisions

In the course of handling the various apprentice and retraining problems that were presented almost daily, it was learned that a lack of understanding existed with respect to regulations of the Federal Fair Labor Standards Act and its wage and hour provisions, when training classes were to be established in industrial plants under the supervision of local public schools.

The Regional Director of the Wage and Hour Division, U.S. Department of Labor, was consulted. He ruled that vocational training under the following conditions would not be subject to Federal Wage and Hour provisions, provided no goods produced or in any way worked on by the students were shipped in interstate commerce, or became part of any goods shipped out of the State:

1. A section of the plant set off for a school to operate during the working day.

2. Machine practice to be on scrap material. (No practice on production work.)

3. The School and State Employment Service selects the student.

4. Students are free to obtain jobs in any industry after completing the training.

5. Public school teachers teaching the class.

6. The school is under public supervision and control.

7. The school is to be supervised by the superintendent of schools.

HOUSEHOLD OCCUPATIONS - HOUSEHOLD AIDES

In the earliest stages of the Job Mobilization Campaign, when duties of the Women's Committees were first outlined, the employment of household workers was made a major project in a study of a reported state-wide shortage of trained domestics. Two basic factors were apparent:

1. The need for skilled workers was state-wide, but the supply was limited.

2. It was difficult to encourage untrained workers to enter this type of employment because of the low pay, long hours, and competition with factory and other types of employment.

The Women's Committees were urged to encourage housewives to employ untrained individuals and to train them on the job.

The question of training facilities then was taken up by the Job Mobilization Committee. Immediately there was disclosed a widespread demand for a type of household worker who could also provide routine care of the aged, inform, ill, or convalescent persons to be found in many households. The reason for this need was apparent. Statistics show that 76 per cent of the nation's wage earners have an

income of $2,500 a year or less. Obviously families in the lower income brackets are unable to meet the expense involved in the employment of registered nurses, even for a short period of time. This served to emphasize the need for household workers who could follow simple directions of a physician or visiting nurse in sick room attendance. Special training would be required to produce this type of worker, but at no time was it considered that such worker would preempt any of the duties of the trained or registered nurse, such as the use of hypodermics, special treatments, dressings, etc.

In checking the occupational need for this type of worker, the State Employment Service found that for the month of December, 1939, a total of 2,789 household worker positions were filled by the Service, and that conservative estimates indicated 60 per cent of the positions filled should have had a worker with training in home hygiene and care of the sick.

The National Youth Administration had cooperated in a training program set up in a Philadelphia hospital with the objective of turning out girls who could serve as practical nurses at a wage that would permit hiring by the relatively low income families. A specific request for establishment of such a training program in Erie gave opportunity in late February to see what could be done. After a two-day conference February 21st and 22nd with representatives of the N.Y.A. and State Nurses' Association, it was learned that a regulation by the State Board of Examiners for the Registration of Nurses prohibited the offering of a short course of training for any type of nursing in any hospital that was officially accredited as a 3-year Training School for Nurses.

Another program then was proposed, presented to the Board of Directors of the State Nurses' Association, and approved by that Board following a joint meeting on March 9th. It provided for a high school level training course in household occupations, incorporating the National Red Cross course in Home Hygiene and Care of the Sick. This program was designed to train girls as "Household Aides" capable of performing routine housework duties and giving ordinary non-medical care to patients in the home when such care was required. A representative of the National Red Cross, on the strength of the approval by the State Nurses' Association, approved the program and promised cooperation of certified nurse teachers of the course.

However, the National Red Cross overruled this approval on the grounds that its course was "exclusively...for the public good and not for private profit," and "is not to train practical nurses or workers who will serve others for compensation."

Even though it was pointed out to the Red Cross authorities that this same course is given to life guards, a type of worker required to have this special training to qualify for a position, the National authorities refused to consider approval of the Job Mobilization Committee proposal. While there is no direct evidence, there appeared to be at all times during negotiations an undercurrent of thought that the National Nurses' Association influence with the National Red Cross prevented not only this proposed cooperation for the training of household aides but that the same influences had been brought to bear upon N.Y.A. and W.P.A. proposals seeking similar cooperation.

Also, it was difficult to comprehend the attitude of the Pennsylvania State Nurses' Association and the State Board of Examiners for the Registration of Nurses in persisting with their refusal to sponsor short training courses in the same hospitals that are accredited for the training of registered nurses. It was pointed out that practically every State University in the country provides 4-year, 2-year and one-to-six week courses in agriculture and allied fields, without detriment to their standing or the standing of the graduates of regular full-time courses. The only encouragement from this source was the expected forthcoming approval by the National Nurses' Association of a one-year course for "Subsidiary Workers." The length of this course is such as to discourage its adoption as an emergency unemployment relief feature.

A practical course in household occupations then was drawn up by representatives of the Department of Public Instruction for the training of Household Aides. The course provided for addition of instruction in home hygiene and care of the sick, including necessary demonstrations by nurses, the same type of material that is used in public school vocational homemaking courses. This type of course was approved by the secretaries of the Board of Nurse Examiners and the State Nurses Association.

UNEMPLOYMENT AND RETRAINING

As the household aide part of the occupational training and retraining program developed, activities toward state-wide participation were increasing with great rapidity. On February 27th a member of the Job Mobilization Publicity Department was assigned to devote most of his time to the coordination of efforts to the end that a procedure bulletin might be prepared, and thereby

provide for extension of a major Campaign project on a long-range basis as well as an emergency measure to bring relief to unemployment and reduce the cost of public assistance.

On March 5th a "preliminary statement" was issued by the Executive Director in which a two-point program of in-school "Training for Youth" and "Training and Retraining for Out-of-School Adults" was presented. It won immediate endorsement from leaders in the Campaign, notably The Committee for the Development of Pennsylvania Industry. It sought cooperation of the public schools in meeting the need for expansion of vocational education facilities and offerings, and in reversing the present high school program which offers courses as though a great majority of the students were headed for white collar executive and professional jobs. It was pointed out that approximately 90 per cent of Pennsylvania senior high school graduates now do not receive recognized vocational training, that youth and their parents generally do not look with favor upon the trades as a means for making a livelihood, and overlook the fact that the percentage of job placement is far higher today for vocational than for academic graduates. It was declared in this statement that a definite plan would be proposed, calling for the cooperation of business, industry, labor, and all State agencies that could contribute to its operation.

The following table provides a thumb-nail sketch of Pennsylvania high school graduates and their employment opportunities in a recent year:

Distribution of Pennsylvania High School Graduates
School Year 1937-1938

	Number	Per Cent	
Graduated from four-year high schools	83,290	100.0%	
Post graduate courses	2,704	3.2%	
To colleges and universities	11,106	13.3%	
State Teachers' Colleges	1,996	2.4%	
Vocational or Trade Schools	651	0.8%	
Nursing Schools	2,534	3.1%	
Commercial Schools	3,282	3.9%	
Other Schools	1,452	1.7%	28.4%
Store or office jobs	8,146	9.8%	
Agriculture	1,617	1.9%	
Factory jobs	4,767	5.7%	
Other employment	6,713	8.2%	25.6%
Remaining at home	19,847	23.8%	
All others (unaccounted for)	18,475	22.2%	46.0%
		100.0%	100.0%

The next step was to seek the cooperation of the Departments of Public Instruction, Public Assistance, and the State Employment Service of the Department of Labor and Industry.

Provisions of the Woodside Act were closely allied to the program of individual and community occupational adjustment that was proposed in conference with representatives of the three Departments. Therefore, it was natural to turn to the Department of Public Instruction for a major part in the development of the program.

The Superintendent of Public Instruction cooperated in calling a meeting on March 27th, in the Forum of the Education Building, for discussion of the problem of "Unemployment and Retraining." This meeting was attended by about 250 county and district superintendents of schools, supervising principals, directors of vocational education, Job Mobilization Field Representatives and committee members, and members of the County Boards of Assistance.

The meeting was addressed by Dr. Francis B. Haas, Superintendent of Public Instruction; Walter D. Fuller, Chairman and William A. Hemphill,

Executive Director, Job Mobilization Committee; Robert E. Woodside, Member, House of Representatives and sponsor of the Woodside Act; Dr. Raymond T. Bowman, Deputy Secretary, Department of Public Assistance; Lewis G. Hines, Secretary of Labor and Industry; Willard E. Solenberger, Director of Public Relations, Department of Public Assistance; Robert P. Wray, Director, Statistical Bureau, Job Mobilization Committee, and others. Dr. Paul L. Cressman, Director, Bureau of Instruction, Department of Public Instruction, presided. (A complete transcript of addresses and discussion is available in the file of records of the Job Mobilization Committee.)

The need for expansion of the provisions of the Woodside Act for the training and retraining of youth and adults, especially for those relief recipients who are qualified for such training, that more might be made eligible for employment in fields where there was definite employment opportunity, was given unanimous endorsement by the group.

THE RETRAINING PROGRAM

County and Local Committees immediately accepted the challenge to reduce the vast pool of unemployment through expansion of local training and retraining activities. With the assistance of the industrial education advisers in the Department of Public Instruction and the Department's six coordinators in the field, and through the cooperation of Job Mobilization Field Representatives and committee members, requests for the organization of new classes for unemployed youth and adults soon began to reach the Superintendent of Public Instruction. The reception was far beyond expectations.

From the information and views obtained at the March 27th meeting, Job Mobilization staff members, with the further assistance of representatives of the three State Departments, were able to draft the Job Mobilization Committee's Procedure Bulletin No. 7, "Occupational Training and Retraining," Part 1, covering "Occupational Retraining," and Part II "Occupational Adjustment Through Guidance, Training, and Placement." (See Exhibits S-9 and S-10).

Because the primary purpose of the training or retraining of individuals was to reduce relief and unemployment lists, certain basic principles were drafted for observance in establishing and conducting retraining projects. These included admonition to select only those projects in which there was reasonable assurance that those trainees who satisfactorily completed the course would get jobs; that it was preferable that a majority of trainees should be drawn from eligibles on direct relief rolls; that selection of trainees be made cooperatively by representatives of the County Board of Assistance, the State Employment Service, and the local superintendent of schools and project teacher; that trainees from relief rolls be given credit for special Relief Work grants. (For complete list of basic provisions see Pages 2 and 3 of Exhibit S-9).

Early Requests for Projects

With the green light showing once more to signal additional courses under the Woodside Act for the current school year, activities during the month of April assumed the proportions of one of the most important phases of the Job Mobilization Campaign. One of the first steps recommended in local application of the plan was determination of industrial occupational needs of a community. The program was seen to

offer opportunity for the reopening of idle manufacturing plants, the bringing of new industries to a community, or the expansion of existing plants. The supply of trained workers appeared to be the determining factor in many instances. This was especially true, for example, in the textile and shoe industries where there was need for power sewing machine operators, and training could be accomplished in a relatively short period of time.

Field Representatives and staff members of the State Employment Offices throughout the State assisted in spotting industries where jobs could be matched with workers especially trained for the type of work required. Their cooperation with members of Women's Committees, local public school officials, and representatives of N.Y.A. and similar youth-serving agencies brought quick action in the way of requests and expressions of interest in training for the household occupations. From several counties in the Pocono Mountain summer resort section came requests for classes in hotel service training, for waiters, waitresses, clerks, bus boys, switchboard operators, chambermaids, etc. Inquiries came on apprenticeship training, classes in retail sales, aviation mechanics, machine shop operators, etc.

Initial announcements of the occupational retraining plan carried special emphasis to the effect that first consideration must be given to the potential employment needs of the community. It was emphasized also that "efforts in the establishment of retraining classes should be directed primarily toward those occupations where local or nearby business or industrial firms may offer reasonable assurance that they may be able to absorb a majority of those who satisfactorily complete the retraining course." The only qualification for this

premise was that classes could be enlarged or expanded if there were expectation that any excess number trained would find employment within reasonable time.

Emphasis was placed on the selection of training that could be completed in a comparatively short period of time. Selection of trainees was recommended as a process of elimination, beginning with lists of eligible relief submitted by the County Board of Assistance, each interviewed by State Employment Service representatives, with final choice made by the project teacher and the local superintendent of schools or supervising principal. Qualifications of the project teacher were set up, the chief requirement being that he have had not less than six years of active service in the trade or occupation selected, and actively engaged in that occupation within a period of two years.

Placement and follow-up of all trainees completing a course was recommended as a duty of the State Employment Service. Vocational counseling for each enrollee before and after training was held to be necessary to the success of the entire program. A list of suggested projects where experience showed a demand existed for workers in various industrial and personal service occupations was provided, also a list of occupations in which "brush-up" instruction might be arranged for renewal of old skills. Suggestions for financing when local schools or industry could not provide housing, materials, or equipment, were given.

Organization for Retraining Programs

In visualizing a state-wide program of Occupational Training and Retraining, the cooperating groups gave full consideration to a form of organization that logically could carry on or continue with

the major projects of the Job Mobilization Committee. Believing that the retraining program would have opportunity for effectiveness over a period of years, as would certain other important Campaign developments, the following type of permanent organization was suggested:

> State Employment Council, consisting of the Secretaries of Public Assistance, Commerce, Labor and Industry, and the Superintendent of Public Instruction, to be responsible to the Governor, and with the services of an Executive Director, to steer activities of a
>
> County Employment Council in each county, composed of representatives of the public schools, the County Board of Assistance, the District Manager or other representative of the State Employment Service, and six active members of the County Job Mobilization Committee, including the County Chairman and two members of the Women's County Committee; this County Employment Council to appoint an Advisory Sub-Committee on Occupational Adjustment, and appoint, on the basis of local community needs, various
>
> Local Employment Councils which also would serve as
>
> Local Occupational Adjustment Committees, composed of representatives of the local schools, County Board of Assistance, State Employment Office, and the local Job Mobilization Committees, men and women, who would provide for each training and retraining project within the community, a
>
> Local Vocational Project Advisory Committee to function only for the duration of the training project, and composed of a minimum of four persons representing employees, employers, State Employment Office, and the local public schools.

Under this plan it was contemplated that the State and County Employment Councils should take over all of the continuing functions of the Job Mobilization Committee and its County Committee organization, the Local Employment Councils would serve as Local Committees served in the Campaign and be charged specifically with promotion of occupational training and retraining programs in accordance with their findings while functioning as Occupational Adjustment Committees. In this latter capacity they would have responsibility for instituting County and Community Occupational Surveys and keeping them up to date in order that there will be available at all

times accurate information and knowledge of the occupational requirements of the local labor market area. This knowledge then would serve as a guide to the need and scope of retraining programs and projects.

County Boards of Assistance Now Responsible

Responsibility for the initiation of this organization program was assigned originally to the District Manager of the State Employment Service, when it was further stated that "pending announcement of a reorganization of the Job Mobilization County and Local Committees, present members of these committees are authorized to cooperate with representatives of the public schools, County Boards of Assistance, and State Employment Service, in the initiation of action that will lead to the establishment of training and retraining courses."

On the strength of this statement a large amount of constructive work was accomplished before the end of April when an official communication from the Secretary of Public Assistance announced that County Boards of Assistance, through existing laws, were empowered to utilize the services of men and women who had been active in the Job Mobilization Campaign, and to carry forward "recommendations regarding projects of the local Job Mobilization Campaign."

This change in the suggested program came about when Governor James called attention to the fact that there was no existing legislation that would provide for the establishment of a State Employment Council, but that the Public Assistance Law (Van Allsburg Act) as amended in 1939 already provides a basis for County Assistance Board leadership in this connection. The State Board of Public Assistance earlier (April 11, 1940) had provided a measure of support to the retraining

program, through ruling that trainees could be awarded Relief Work Projects grants. On May 9, 1940, official Memorandum No. 946 was sent by the Department of Public Assistance to County Board Chairmen and others, covering details on the assumption of Job Mobilization Campaign objectives by active county and local County Boards of Assistance. It was accompanied by lists of Job Mobilization Committee members suggested as a nucleus for Advisory Committees to work with County Boards in carrying on the objectives of the Campaign. (See Exhibits S-11 and S-12).

The clause in the Public Assistance Law that provides a basis for County Board leadership gives County Boards the power and duty:

> "To appoint sub-committees of the County Board or of local citizens in various communities of the county, as circumstances may require, to cooperate with the County Board in--(1) supplying information as to the eligibility of persons for assistance; (2) recommending local policies; and (3) stimulating local employment; and, on petition of fifty or more residents of any community, it shall be mandatory upon the Board to appoint a committee to function in such community."

County Boards have been provided with copies of Job Mobilization Bulletin No. 7, and definite recommendations on local organization are to be supplied following conferences with the Department of Public Instruction and the State Employment Service. The Boards also received lists of all vocational educational projects now in operation through the public schools in their respective areas.

If County Boards of Assistance will take full advantage of these arrangements it is our firm belief that the proposed Occupational Training and Retraining Program will go forward and that through it, many hundreds of potential workers will be enabled to qualify for and

advance in jobs which automatically will take them off of relief rolls, reduce the cost of relief, and contribute much to the return of prosperity to the Commonwealth of Pennsylvania.

BRIEF SUMMARY REPORT OF ACTIVITIES IN COUNTIES

Adams County

The men and women County Committees showed very little interest in the Campaign. No Renovize Campaign was conducted. Local Committees in Littlestown cooperated in starting a power stitching training school.

Allegheny County

Both men and women County Committees showed interest in the Campaign but were only moderately active, with the exception of the Chairmen.

Local Committees were organized but only about 25 per cent were active. No sponsorship was secured by the County Committee for a Renovize Campaign in Pittsburgh. Result, only a fair number of placements were made.

Committees in Sharpsburg-Etna-Millvale area showed the most activity.

Men's County Committee was successful in having some of the industries not make complete lay offs during slack period.

Outstanding developments of the County Committees were a study of the Negro problem in the county and a study of vocational training and retraining.

Local Committees in Carnegie took an active part in having a request made for a course in household training.

Local Committees in McKeesport were instrumental in starting a household training course.

In Moon Township an apprentice training program was inaugurated by the Continental Roll and Steel Foundry Company.

Armstrong County

Some interest was shown by both men and women County Committees at the start of the Campaign. Local Committees were organized but little or no

Armstrong County (Continued)

activity was shown. No organized Renovize Campaign was conducted.

Beaver County

Neither men or women County Committees showed much interest and very little effort was made to organize Local Committees. No Renovize Campaign was conducted.

Bedford County

Both men and women County Committees were active. Local Committees were organized. Renovize Campaign was conducted.

Through the efforts of the Local men and women Committees in Bedford, a request was made for a training class in household aides.

Berks County

The men and women County Committees were active throughout the Campaign. Local Committees were organized and active. A successful Renovize Campaign was conducted.

Through the efforts of the Local Committees in Reading, a request was prepared for a course in shoe manufacturing processes.

Blair County

Both men and women County Committees were very active and well organized. Local Committees active. Did one of the best jobs in the State on both Job Mobilization and Renovize Campaigns.

Bradford County

Neither the men or women County Committees showed much interest in the Campaign. Local Committees organized but not active.

Some activity shown by Local Committees in Sayre, Athens, and Towanda on Renovizing.

Bucks County

The men's County Committee showed little interest in the Campaign.

Bucks County (Continued)

Local Committees were organized but not active, except for committees in Doylestown, Bristol, and Morrisville.

No organized Renovize Campaign was conducted in the County. No women's County Committee was organized due to the inability to secure a Chairman.

Butler County

The men's County Committee showed some interest and was active at the start of the Campaign. Local Committees were organized. The men's Committee in the city of Butler showed the most activity.

The women's County Committee was active throughout the Campaign and the Chairman showed good leadership.

A Renovize Campaign was launched in the County, principally by the women's County Committee and showed good results in the city of Butler.

Cambria County

Both the men and women's County Committees were active. Local Committees were organized. The County men and women's Committees launched a successful Renovize Campaign. Local Committees in Johnstown were active throughout the Campaign.

The women's County Committee and Local Women's Committees were very much interested in vocational training and retraining and a request was being prepared for a course in household training to be started in Johnstown.

Cameron County

Mostly a rural county, and neither men's or women's County Committees showed much activity. Local Committees in Emporium showed some activity on both Job Mobilization and Renovize Campaigns.

Carbon County

The men's County Committee was active and Local Committees were

Carbon County (Continued)

organized in Lansford and Mauch Chunk, both being very active. The women's County Committee showed little or no activity.

The men's County Committee assisted in completing negotiations for the expansion of the Summit Hill Garment Factory, and secured the cooperation of the New Jersey Zinc Company of Palmerton in keeping all their employees at work.

Men's Local Committees in Mauch Chunk were instrumental in having a training course for power machine operators inaugurated.

Centre County

This is mostly a rural county. Nevertheless both the men's and women's County Committees were active throughout the Campaign. Local Committees in Bellefonte were well organized.

A successful Renovize Campaign was conducted through the county by both men and women's committees.

Local Committees in Phillipsburg cooperated in starting a training course for power hosiery machine operators.

Chester County

Neither the men's or women's County Committees showed much interest in Job Rehabilitation. Local Committees were organized and showed some activity in Coatesville, Kennett Square, and West Chester.

The men's County Committee succeeded in having the Local Committees throughout the County inaugurate a Renovize Campaign, with successful results.

Clarion County

Principally a rural county. The men's County Committee showed some activity and Local Committees in Clarion and New Bethlehem showed some interest throughout the Campaign. The Chairman was the only active person on the Women's County Committee and she made strenuous efforts to get the county organized but met with little success.

Clearfield County

The men's County Committee was late in getting started due to difficulty in securing a Chairman. When a Chairman was secured the Committee was active and Local Committees in Clearfield and Du-Bois were very active.

The men's Committee in Clearfield was successful in getting quite a few coal miners who were on relief, placed in jobs.

The Women's County Committee was moderately active. A Renovize Campaign was inaugurated but met with very little success.

Clinton County

Rural county. Men's County Committee showed some activity at the start of the Campaign.

Local Committees in Lock Haven showed some activity on both Job Mobilization and Renovize Campaigns. The women's County Committee showed practically no activity.

Columbia County

The men's County Committee was active and well organized, as well as the Local Committees in Berwick, Bloomsburg, and Centralia. The women's County Committee was not organized due to inability to secure a Chairman until late in the Campaign.

In number of placements secured, this county had one of the best records in the State and was successful in removing 116 persons from the relief rolls.

Crawford County

Neither the men's or women's County Committee showed any interest in the Campaign.

Cumberland County

Both the men's and women's County Committees were active and

Cumberland County (Continued)

Local Committees were organized.

Local men's and women's committees cooperated to put on a very successful Renovize Campaign in Carlisle and Newville. The Newville Local Committee was successful in getting work for 40 people during the Renovize Campaign.

The Local Committees in Carlisle cooperated in getting a training school started for power machine operators.

Dauphin County

Outside of the County Chairman, little activity was shown by the men's County Committee.

Local Committees were organized and although strenuous effort was put forth by County Chairman, little interest was shown by the Local Committees.

The Women's County Committee was well organized at the start of the Campaign. Local Women's Committees were organized but little activity was shown by either County or Local Committees throughout the Campaign.

Delaware County

The men's County Committee was slow in getting started and in appointing Local Committees. The only men's Local Committee that showed any activity was in Chester. The Women's County Committee showed no activity.

The County Committee did put on a well organized and successful Renovize Campaign.

Elk County

The Men's County Committee was active as well as the Local Committees in St. Marys. A successful County Renovize Campaign was conducted. The Women's County Committee showed little activity.

Erie County

There was much activity shown throughout the Campaign by both

Erie County (Continued)

Men's and Women's County Committees.

Local Committees were organized and were particularly active in Erie and Corry.

The men's and women's committees cooperated in this county and the result was one of the outstanding jobs in the State in the placement of workers, and in removing 300 persons from the relief rolls. A well organized Renovize Campaign was conducted.

The men's Local Committee in Erie was instrumental in having the Packer Outdoor Advertising Company retain their entire staff of bill posters during the winter months.

The Women's Local Committees in Erie were very active in getting inaugurated training and retraining courses in retail selling, cateress training, child care, and household training.

Fayette County

Little activity was shown by either Men's or Women's County Committees at the beginning of the Campaign. However, they did rally to put on a well organized and successful Renovize Campaign throughout the county.

Local Committees were organized and especially good results were shown by the committees in Connellsville and Uniontown.

Forest County

A rural county and no activity was shown by either Men's or Women's County Committees.

Franklin County

The Men's County Committee showed a little activity, particularly the County Chairman. Local Committees were organized but outside of Waynesboro, no activity was shown. The Women's County Committee did not function.

Fulton County

A rural county. Men's County Committee showed no interest in the Campaign. However, the Women's County Committee did show some interest

Fulton County (Continued)

relative to securing jobs for the unemployed.

Greene County

This is a rural county. The Men's County Committee showed practically no activity. Local Committees were organized but did not function. The Women's County Committee showed little activity. No organized Renovize Campaign was conducted.

Huntingdon County

Mostly a rural county. The Men's County Committee was active and Local Committees were appointed. Women's County Committee was late in being organized.

A successful County Renovize Campaign was conducted.

Indiana County

Due to inability to secure a Chairman until late in the Campaign, little or no interest was shown by the Men's County Committee. Local Committees were organized but did not function.

The Women's County Committee showed some activity and the Local Women's Committees put on a successful Renovize Campaign in Indiana.

The Rochester & Pittsburgh Coal Company cooperated with the Campaign in keeping its payroll intact during December.

Jefferson County

Although mostly a rural county, both Men's and Women's County Committees were active during the Campaign. Exceptional activity was shown by Local Committees in Punxsutawney. A successful Renovize Campaign was conducted.

The Men's County Committee assisted in promoting a new industry at Reynoldsville, employing thirty persons.

Juniata County

This is a rural county and little activity was shown by either the Men's or Women's County Committees. Some activity was shown in Renovizing.

Lackawanna County

Both the Men's and Women's County Committees were very active throughout the Campaign. Local Committees of both men and women were well organized and active.

The Men's County Committee was turned into a permanent Trade Association to attract new industries to the county.

The Women's County and Local Committees cooperated with the Men's Committees throughout the Campaign.

A survey was made of the county relative to the starting of vocational training and retraining courses. Requests were made for training courses for waitresses in Carbondale, cateress and waitress courses, and power machine operators in Scranton. A hotel training course was started in Scranton.

Men's County Committee with Local Committees in Moscow aided in effort to obtain new capital for the Litro Tile Company, involving an expansion program, giving promise of increased employment.

The County Committee also aided in getting a strike settled at the Barrett Coal Company at Jessup.

An exceptionally well organized and successful Renovize Campaign was conducted in the county by all men's and women's committees.

Lancaster County

The Men's County Committee showed some activity at the beginning of the Campaign. Local Committees were organized but were not very active on Job Mobilization.

A member of the Local Committee in Lancaster was instrumental in having a new industry located there, which will employ about 300 people.

A successful Renovize Campaign was conducted in the county.

The Women's County Committee showed little interest during most

Lancaster County (Continued)

of the Campaign. They did assist somewhat on the Renovize Campaign and were interested in vocational training and retraining, and requests were being made for courses in power sewing machine operators, hosiery machine operators, and household workers.

Lawrence County

The Men's County Committee showed a little activity at the start of the Campaign but interest lagged. Local Committees were organized but in general showed little activity.

Local Committees in Ellwood City and New Castle put on successful Renovize Campaigns.

The Women's County Committee showed little activity due to the many changes in Chairman. Local Women Committees assisted on Renovize Campaigns in New Castle and Ellwood City.

Effort was being made by the Local Committee in New Castle to re-open a trade school.

Lebanon County

Little activity was shown by either Men's or Women's County Committees.

Local Committees organized but showed very little activity until inauguration of the Renovize Campaign, which was successful, particularly in the city of Lebanon.

Lehigh County

The Men's County Committee was very active. Local Committees were organized and the committee in Allentown was particularly active.

A very successful Renovize Campaign was conducted in the county in which the Women's County Committee assisted.

Request was made for a course in aviation mechanics, to be started in Allentown, through the efforts of the Local Committees.

Luzerne County

This county was the most efficiently organized in the State, due to the very good organization work of Colonel E. G. Smith, Chairman of the Men's County Committee and Mrs. C. S. Williams, Chairman of the Women's County Committee.

Local Committees were organized extensively over the entire county and all were very active throughout the Campaign.

Strenuous effort was made by the Men's County Committee to bring new industries into the county.

An unusually successful Renovize Campaign was put on throughout the whole county by all men and women committee members.

A special committee was formed to make a survey of the county for the need of vocational training and retraining courses.

Through the efforts of the County Committee, the County Superintendent of Schools, and representatives of the School Board, State Employment Service, and the Chamber of Commerce conferred on revamping the school curriculum in line with Job Mobilization Bulletin No. 7 on Occupational Training and Retraining.

Local Committees in Nanticoke cooperated by starting a training course in retail sales.

Local Committees in Freeland were instrumental in having a request made for a training course in power sewing machine operators, as well as having Freeland Dress Company open a plant in Freeland, employing 70 persons.

Lycoming County

The Men's County Committee did not function and Local Committees were not even appointed. The Women's County Committee was moderately active and some Local Committees were appointed, but were not active.

Lycoming County (Continued)

The Chairman of the Local Women's Committee in Williamsport was about the only person on that committee to show any interest in the Campaign.

A good report was turned in on Renovizing for this county.

McKean County

Strictly a rural county and little or no activity was shown by either men's or women's committees, except on the Renovize Campaign. Local Committees were organized but showed little activity.

Mercer County

Neither the Men's or Women's County Committees showed much interest. Local Committees were organized but showed little activity.

Some activity was shown by both the men's and women's committees on the Renovize Campaign, particularly in the city of Mercer.

Mifflin County

Although a rural county, some activity was shown by the Men's County Committee and Local Committees in Lewistown.

The Women's County Committee, after one was secured, did show more activity, particularly in the Renovizing Campaign.

Some interest was stimulated by the County Committee on vocational training and retraining.

Monroe County

Although this is a rural county, both the County and Local Committees of men and women were very active and made strenuous efforts to make the Campaign a success in their county. A Renovize Campaign was conducted.

The County and Local Committees were instrumental in getting training classes inaugurated for summer resort hotel service workers throughout the entire county.

Montgomery County

The Men's County Committee was active and organized 23 active Local Committees which were particularly active in Ardmore, Bridgeport, Bryn Mawr, Collegeville, Jenkintown, Norristown, Pottstown and Royersford.

The Women's County Committee and Local Committees did show some activity, particularly in Renovising.

Through the efforts of Local Committees in Norristown, requests were made for the starting of training courses in hosiery topping and machine shop operators.

Montour County

This is a rural county and Men's County Committee made some effort on the Campaign. The Women's County Committee showed little activity.

Northampton County

Both the Men's and Women's County Committees were fairly active. Local Committees were organized and those in Easton and Bethlehem showed some activity, particularly on the Renovise Campaign, which was successfully put over.

The Women's Committees in this county cooperated in making the Renovising Campaign a success.

Some interest was shown in vocational training and retraining and Local Committees in Bethlehem cooperated in having a request made for a training course for power machine operators.

Northumberland County

The Men's County Committee was active at the start of the Campaign. Local Committees were organized and were particularly active in Sunbury, Mt. Carmel, Shamokin and Watsontown.

The Women's County Committee showed some activity at the beginning of the Campaign but interest seemed to lag. Local Women's Committees were

Northumberland County (Continued)

organized but showed little activity.

The Men's County Committee succeeded in establishing the Mt. Carmel Garment Company, with 70 employees, and the North Line Coal Company at Shamokin. They were instrumental in having the Tatamontown Furniture Company reduce its seasonal shut-down from three months to six weeks. They were also active in negotiations which led to the reopening of the Cameron and Colonial Collieries, giving employment to 1,800 men.

The Local Committees in Sunbury were instrumental in having the Biberman Dress Factory expand, with prospects of employing 50 additional workers. They were also negotiating to have a shirt manufacturing industry locate in Sunbury, which if successful, would employ from 500 to 700 operators.

A Renovize Campaign was conducted by some Local Committees but no report was made on the results.

The Women's Local Committee in Sunbury cooperated in having a request made for a course in household training.

Perry County

This is a rural county and neither the Men's or Women's County Committees showed much activity. Local Committees were organized and those in New Bloomfield were interested in having a course for power machine operators inaugurated. No organized Renovize Campaign was conducted.

Philadelphia County

The Men's County Committee as well as Local Committees, after getting a late start in matters of organization, conducted a very successful Campaign.

This county stood first in the number of jobs created.

The Renovizing Campaign was well organized and the results were the best achieved in the State.

Philadelphia County (Continued)

There was a delay in organization of the Women's County Committee as well as local Women's Committees until Mrs. J. Hector McNeal was made County Chairman. As far as the women's activities in this county were concerned, she alone was practically responsible for the work accomplished.

The Men's County and Local Committees were instrumental in having the following requests made for vocational training and retraining courses to be started in Philadelphia:

Machine Shop Operation	Filing
Auto Mechanics	Calculating Machine Operation
Welding	Duplicating
Blue Print Reading	Sheet Metal Work
Beauty Culture (Supplementary)	Tailoring
Advanced Stenography & Typing	Waiter and Waitress Training
Dressmaking	

In South Philadelphia the Local Committees took a leading part in having the Wage and Hour Division of the U. S. Department of Labor, issue permits for learners and apprentices in the needle trades of the men's clothing and furnishing industry and ladies' underwear industry.

The General Electric Company cooperated with the Campaign in announcing a program for employment of 300 additional workers in 1940.

In West Philadelphia the Pels Company cooperated with the Local Committees by announcing they would maintain all their regular staff instead of making any seasonal layoffs and announced an expansion program of which $100,000 would be spent for unskilled labor.

Pike County

This is a rural county, nevertheless both the Men's and Women's County Committees were active. A Renovizing Campaign was conducted throughout the county.

Both the Men's and Women's Committees were the leaders in getting hotel training classes started throughout the county.

Potter County

This is a rural county and neither the Men's or Women's County Committees showed such interest in the Campaign.

Schuylkill County

The Men's County Committee was active. Local Committees were organized and those in Gordon, McAdoo, New Philadelphia, Pottsville, Tamaqua and Frackville, were active throughout the Campaign.

The Women's County Committee was slow in getting organized due to many changes in chairmanship.

Local Committees were appointed but only moderately active.

The Local Committee in Frackville took a leading part in getting a firm to take over the H. D. Bobb Shirt Company factory building. The firm will eventually employ 500 people.

The New Philadelphia Local Committees aided in getting a new shirt factory opened there.

In this County the following new industries were established through activity of County and Local Committees:

G. & M. Sportswear, Brockton - 30 employees
Silvercreek Dress Company, Silvercreek - 75 employees
Perfect Made Dress Company, McAdoo -- 44 employees
Frackville Manufacturing Company, Frackville - 75 employees

A very successful Renovize Campaign was conducted throughout the county.

Snyder County

This is a rural county. Neither County or Local Committees showed any activity.

Somerset County

Although mostly a rural county, both Men's and Women's County Committees were active. Local Committees were organized for both men and women.

Somerset County (Continued)

A Renovize Campaign was conducted in Somerset, with the Women's Local Committee taking a prominent part.

In Myersdale the Local Committees aided in having a request made for a course for power machine operators.

In Somerset the Local Committees were instrumental in preparing a request for a course in training for waitresses, to be started there.

Sullivan County

A rural county. Neither the Men's or Women's County Committees showed much interest in the Campaign.

Susquehanna County

Both the Men's and Women's County Committees were active and Local Committees were organized. A Renovize Campaign was conducted.

County and Local Committees of both men and women took an active part in having courses started throughout the county for hotel service training.

A peat bog was discovered in this county and County Committee was active in assisting in making arrangements to work it.

Local Committees in Forest City aided in having the Easton Maid Dress Company locate there. This company employs 70 persons.

Tioga County

This is a rural county and no activity was shown by either Men's or Women's County Committees. Women's County Committee did cooperate in having a request made for a course of training for household aides.

Union County

This is a rural county and neither the Men's or Women's County Committee showed any activity.

Venango County

Neither the Men's County Committee or the Women's County Committee showed much interest at the beginning of the Campaign. Local Committees organized but showed little activity.

Both the men's and women's Local Committees put on a successful Renovize Campaign in Oil City.

The Women's Local Committees of Franklin were instrumental in having requests made for training courses in child care and household aides.

Warren County

This county is mostly rural and was slow in getting organized. The Men's County Committee was active at the beginning of the Campaign. Local Committees were organized. The Women's County Committee did not show much activity.

Both men and women Local Committees in Warren put on a successful Renovize Campaign.

The Local Women's Committee in Warren cooperated by starting a training course in household service and child care.

Washington County

Both the Men's and Women's County Committees were active throughout the Campaign. Local Committees were well organized and in Charleroi, Donora, Monongahela City, Canonsburg and Washington, committees were active throughout the Campaign.

A Renovize Campaign was conducted throughout the county.

The County and Local Committees did a very effective job in the number of jobs created during the Campaign.

The American Zinc Company cooperated with the Men's County Committee by giving work to forty men for five months. The company reported it made a profit of only 18¢ a day on the work of the forty men but kept them on the payroll rather than force them on relief.

Warren County

This is a rural county. However, both the Men's and Women's County Committees were active. Local Committees were organized and active. A Renovize Campaign was conducted.

Through the cooperation of both men's and women's committees, hotel service training courses were inaugurated in Honesdale, Beach Lake and Newfoundland.

Westmoreland County

Both the Men's and Women's County Committees were active during the whole Campaign. Local Committees were organized for both men and women.

The Local Committees in Jeannette, Latrobe, Mt. Pleasant, Greensburg, Monessen and New Kensington, did good work.

A successful Renovize Campaign was conducted in Jeannette, Latrobe, Mt. Pleasant, Monessen and New Kensington.

This county was one of the leaders in the State in the number of jobs created and was first in the State to create a "white spot," at Vandergrift, where all employables on relief were given employment through the assistance of Local Committees.

The Local Committee in Jeannette was made a permanent one on unemployment for that city. This Committee set up a young man in a "Dime Delivery Service" and guaranteed the first payment on his truck.

Wyoming County

The Men's County Committee was active and Local Committees were organized. The Women's County Committee showed little activity. Not much interest was shown by any of the Committees in benévole activities.

The Men's County Committee was making effort to have a scientific farm training program set up in the county.

York County

Some activity was shown by Men's County Committee and Local

York County (Continued)

Committees at the beginning of the Campaign but interest lagged and toward the end of the Campaign no interest was shown.

Neither the Women's County or Local Committees showed much interest in the Campaign.

No Renovize Campaign was conducted in this county.

OPERATING BUDGET AND EXPENSES

OPERATING BUDGET AND EXPENSES
PUBLICITY

OPERATING BUDGET AND EXPENSES OF CAMPAIGN

An operating budget amounting to $100,000 was prepared at the beginning of the Campaign and submitted to Mr. Howard L. Russell, Secretary of the Department of Public Assistance and Dr. Edward E. Logan, Budget Secretary, both of whom approved it.

Since personnel was to be loaned to the Job Mobilization Committee from the existing organizations of the Department of Public Assistance and the Department of Labor and Industry (State Employment Service), salaries of such personnel were not included in the budget.

In addition to the budget allowed for State funds, the Job Mobilization Finance Committee raised by private donations approximately $10,000 which was used to pay the salaries of the Executive Director, three publicity men, and such other extraordinary expenses as were incurred.

Even though the Campaign was extended twice beyond the original date of closing, namely, from a two and one-half months Campaign to a five and one-half months Campaign, the original budget was never increased.

The Campaign was economically planned and conducted, with the result that the total expenditure of State funds allowed in the original budget of $100,000 amounted to $42,656.51.

The largest single item of expense was $24,113.05 for advertising and publicity materials, a total that was more than $10,000 lower than the original budget allocation. This is considered to be very reasonable in view of the complete coverage obtained through distribution of 2,450,000 Renovize Campaign folders, 1,000,000 "Are You Ready" booklets, 220,000 posters and placards, hundreds of newspaper matrices, etc.

The statement of the operating budget and expenses incurred is shown on the following page.

STATEMENT OF OPERATING BUDGET AND EXPENSES

INCURRENT BY JOB MOBILIZATION COMMITTEE

Statement of Composite Costs
(as of May 15, 1940)

Item	Budget Allocation	Composite Costs as of 5-15-40
Radio & Movies	$ 12,000.00	$ 2,586.45
Stationery & Printing	24,000.00	1,949.92
Materials & Supplies	5,000.00	2,382.09
Travel Expenses	3,000.00	1,681.85
Freight & Express	1,000.00	92.06
Postage	8,000.00	6,096.64
Telephone & Telegraph	11,000.00	2,178.12
News and Newspaper Advertising Matrices; Printing, Posters, Placards, Booklets, Campaign Stamps, Forms, etc.	35,000.00	24,113.03
Contracted Repairs	—	88.96
Rental Equipment	—	1,353.20
Other Maintenance & Service Expense	1,000.00	—
Equipment & Machines	—	153.09
TOTAL	$100,000.00	$42,656.31

Note

Expenses as stated were paid out of funds allocated by the Department of Public Assistance.
Salaries of Personnel loaned by the Department of Public Assistance, Department of Labor and Industry (State Employment Service) and the State Department of Highways were not included in the original Budget and are, therefore, not included in the Composite Costs. The salaries of the Executive Director and three publicity men were paid out of private fund raised by the Finance Committee of the Job Mobilization Committee.

PUBLICITY

PUBLICITY

The work of the Job Mobilization Committees in the field had the support of an organized advertising and publicity campaign, utilizing every available type of medium. In every case the space or time was contributed by the advertising medium, and the only expenditures made were for the preparation of the necessary material.

From the start, the advertising and publicity program had as its objectives:

1. The dissemination of truthful information to the general public concerning the objectives, procedure and accomplishments of the campaign.

2. The creation and sustaining of enthusiasm on the part of committee members and the public for the duration of the campaign.

In order to carry out this program, a headquarters staff of experienced newspaper and general publicity men was established at the beginning of the campaign, and maintained for its duration. The Publicity Director was responsible directly to the Chairman and Executive Director. Every item of publicity, whether it involved a mimeographed press release to the newspapers, radio spot announcements or material for radio commentators, speeches written for special occasions or for general use, was approved by the Executive Director before release.

The purpose of this method was to insure the factual accuracy of the material, its freedom from any shade of coloring which might be construed as political in nature, and the avoidance of sensationalism and the "ballyhoo" type of propaganda.

The members of the headquarters publicity staff, and the duties they performed, are listed below:

George I. Fisher, Publicity Director. General supervision of the Publicity Department, organization of publicity policy and program, preparation of news releases.

L. H. Lindgren. Responsible for the writing of all speeches for special meetings, radio broadcasts and recordings made for radio broadcasting. Also handled special assignments in connection with press releases and other publicity matters as assigned by the Publicity Director.

W. D. Sparks and Will Jewett. (Mr. Sparks resigned to accept other employment in January, and was succeeded by Mr. Jewett). Arrangements for all radio broadcasts, network hook-ups and special local broadcasts, preparation and distribution of spot announcements, special news releases for radio commentators, arrangements for the production and distribution of recordings for radio broadcasting, the writing of dramatizations and similar material prepared for local broadcasts arranged by County Committees.

These men also handled arrangements for all news pictures, including their reproduction in mat form and distribution to the newspapers. Samples of this work are shown on Page 175. Views 1, 4, 6 and 10.

Other assignments involving the preparation of news releases and similar activities were carried out as assigned by the Publicity Director from time to time.

Donald M. Cresswell. Beginning in late January, complete responsibility for Renovise Campaign and Vocational Training and Retraining publicity. Gathered all data and prepared "Renovise Manual" as Procedure Bulletin No. 6. (See Exhibit S-4). Also collected all data, prepared and published Bulletin on Apprentice and Learner Training (See Exhibit S-8) and Procedure Bulletin No. 7, "Occupational Training and Retraining, Parts I and II (See Exhibits S-9 and S-10).

Also handled special assignments in connection with the preparation of news releases, speeches, etc.

Edward W. Jacobs. Manager, Speakers' Bureau. Wrote "News of the Week" Bulletin, circulated among County and Local Committee men and women, carrying editorial messages suggested by Executive Director, and news of accomplishments in different parts of the State, new ideas tried out in different localities, and designed to stimulate continued interest in the Campaign and the competitive instinct.

Handled headquarters detail on circulations of "Miracles of Modernization" film.

Covered special speaking engagements personally, devoted several field trips to stimulating dormant committees to action, under the instructions of the Executive Director.

PUBLICITY MEDIA

A summary of the various media used in the promotion of the campaign, and the methods followed to take full advantage of the flexibility, coverage and availability of each medium follows:

MISCELLANEOUS PICTURES SHOWING REPRESENTATIVE

JOB MOBILIZATION PUBLICITY ACTIVITIES

Job Mobilization Stamp

1

Typical 8' x 20' Banner used for Rallies - Dinner Rally, Scranton Chamber of Commerce

Job Mobilization Stamp

2

3

Renovize Street Banner displayed on S. Broad Street, Philadelphia

4

Posting Job Mobilization Billboard (20'x8') 1100 posted by courtesy of Outdoor Advertising Assn.

5

Typical Home Show Booth Display used in Renovizing Campaign

6

Composite Picture of scenes showing "Last Employable Man" off Relief at Vandergrift, Pa.

7

Job Mobilization Pin furnished Local Committee Members

8

Radio Forum Discussion of Job Mobilization Scranton Junior Chamber of Commerce

9

First Placement by Job Mobilization Committee in Wyoming County
Employer - Publisher of Wyoming Democrat Newspaper

10

Group Picture additional employees hired by American Auto Stores Chain in Anthracite Region in Cooperation with Luzerne County Job Mobilization Committee

NEWSPAPERS

In this, as in every other campaign of public education, the newspapers of the Commonwealth carried the burden of the battle, contributing generous space in news columns, and in many cases, classified and display advertising space. Appearing daily, bi-weekly or weekly, newspapers provided the thread of continuity of the program and sustained the interest of the public.

Newspaper readers were kept informed of developments in the Campaign through news and editorial columns in five different ways:

1. State-wide News

During the active period of the Campaign, news of state-wide interest was released by the headquarters staff to daily and weekly newspapers and the wire services practically daily. Special releases were prepared and sent to weekly newspapers each week. Material of feature, rather than spot news interest, was included in each week's release of CAPITOL NEWS (a weekly clip sheet for newspaper editors, containing news of State Government activities), and reprinted widely by daily and weekly newspapers throughout the State. Pictures of state-wide interest were matted and sent to daily and weekly newspapers.

Staff correspondents of the metropolitan newspapers and of the wire services covered the meetings of several special state-wide committees.

2. Local News

In addition to giving space to the state-wide stories released from Harrisburg, daily and weekly newspapers in all parts of the State devoted generous space to the County and Local Committees in their own localities. Many County Committees appointed special publicity representatives, who arranged coverage of local meetings and activities by the local press, and also supplied their newspapers with reports of interesting developments in local campaigns.

3. Special Features

Supplementing the material released from Harrisburg and by local press representatives, many newspapers throughout the State assigned staff writers to the preparation of special feature articles on the progress of the Campaign. Sunday editions of metropolitan newspapers carried rotogravure spreads and magazine section articles highlighted various phases of the Campaign.

4. Editorials

Background material providing subject matter for editorial treatment was sent to the editorial writers of daily and weekly newspapers at varying intervals throughout the Campaign. Newspapers in all sections of the State devoted editorials to the Campaign from time to time, and these were preponderantly favorable. The only large newspaper which was consistently critical was the PITTSBURGH PRESS, due to suspicion of a partisan motive behind the Campaign. However, even critical comment served to attract attention to the Campaign, and the PITTSBURGH PRESS was most fair in printing many "Letters to the Editor" in defense of the Campaign and differing with the opinions expressed editorially.

5. Columnists

Frequent references to the persons and activities of the Job Mobilization Campaign were found in the regular columns of special writers, usually concerning some local activity.

The newspaper clippings gathered at headquarters showed that all releases were widely printed throughout the State, and present strong evidence of the support given the Campaign on a local basis. It is impossible to estimate the number of lines of publicity received on the news and editorial pages, because clippings were taken regularly from only twenty-five (25) of the one hundred and thirty-six (136) daily and thirty (30) of the four hundred (400) weekly newspapers in the State. However, these clippings definitely prove that the releases from headquarters were widely used, and give evidence of the hundreds of local stories which appeared from time to time.

Both the classified and display advertising pages of newspapers were used to promote various phases of the Job Mobilization Program.

One of the earliest uses of classified advertising space occurred in Williamsport, where the WILLIAMSPORT SUN offered to run free "Situations Wanted" advertisements in their advertising columns for the benefit of the unemployed for a limited period of time. This example was followed by many newspapers in all parts of the State, and before the Campaign ended, the custom was quite general.

The most dramatic advertising support given to the Campaign, however, was found in the display advertising sections of the newspapers.

A series of six advertisements, designed for reproduction in the full page and half page sizes, were prepared for the Job Mobilization Committee by the Al Paul Lefton Company, Inc., Philadelphia. Copy for four of these advertisements was devoted to the Job Mobilization Campaign generally; two of the advertisements were prepared specifically for the Renovize Campaign.

These advertisements were reproduced in mat form and distributed free to interested newspapers on request.

Reproductions of these advertisements are shown on Pages 179 to 184.

There were fifty mats made of each advertisement in the full page size, and fifty mats of each advertisement in the half page size. Subsequently an additional 10 full page and 25 half page mats were ordered for the two Renovize advertisements. Thus a grand total of 320 full page mats and 350 half page mats were ordered. Of this quantity, 310 full page mats and 330 half page mats were distributed to newspapers upon their direct request.

But the publishing of the advertisements represented by the above mats were only the start of the advertising activity in the various counties.

In many instances, notably in Wilkes-Barre, Scranton, Harrisburg, Lancaster, Altoona, Chester, Erie and probably other communities, special advertisements were prepared locally, and paid for by leading business houses, retail stores, banks, etc., to sell the Job Mobilization idea. This was entirely separate and apart from the promotion of the Renovize Campaign.

10,000 MEN AND WOMEN CAN'T BE WRONG

A new idea is going places in Pennsylvania and 10,000 men and women are "on the firing line," pushing it along.

These men and women, your neighbors, business and industrial leaders, religious and educational leaders, labor leaders, are members of the committees which reach into every city and county and hamlet in the state to push Pennsylvania's plan for JOB MOBILIZATION.

These 10,000 men and women can't be wrong. It's their job to help you find the way to better times by helping you to put Pennsylvania's million unemployed men and women back to work.

Plant modernization, long deferred, is something to think about now while prices are still in reach and labor plentiful.

New markets are begging to be explored and opened. New factories and plant additions should be built now to take care of expanding business opportunities.

New products are waiting to be gobbled up. New sales plans will help you move your goods.

When a million men and women are idle you pay for their care in added taxes without benefit of their labor.

Emergency taxes to pay this cost are levied against individuals as well as corporations, the individuals carrying 62.3 percent of the load, the corporations 37.7 percent.

In dollars and cents this means that every person receiving public assistance who gets a job will save the individual taxpayers $231.31 per year and will save the corporate taxpayers $139.97 a year.

Job Mobilization already has accomplished great results. In the first three active weeks of the movement jobs were created for more than 6,000 persons. In two towns not a single employable person is left on the public assistance rolls.

In Pittsburgh one company is advancing its 1942 construction program and will begin work at once—$19,000,000 worth. That means 1250 jobs.

In Wilkes-Barre, a store that hired 40 new workers found business so good it hired 50 more.

A utility company is pushing a $30,000,000 construction program. Another company is spending $200,000 a month on deferred maintenance.

A private corporation in cooperation with Job Mobilization is planning a $14,000,000 expansion program.

These are hopeful results that prove these 10,000 men and women leaders taking part voluntarily and wholeheartedly in this Job Mobilization program are on the right track. So take their advice when they say:

It's time now for business, industry and individuals to plan ahead.

Here's what YOU can do to Help

Look over your business today. Ask yourself what it needs to meet expanding opportunities. When you have the answer, go ahead.

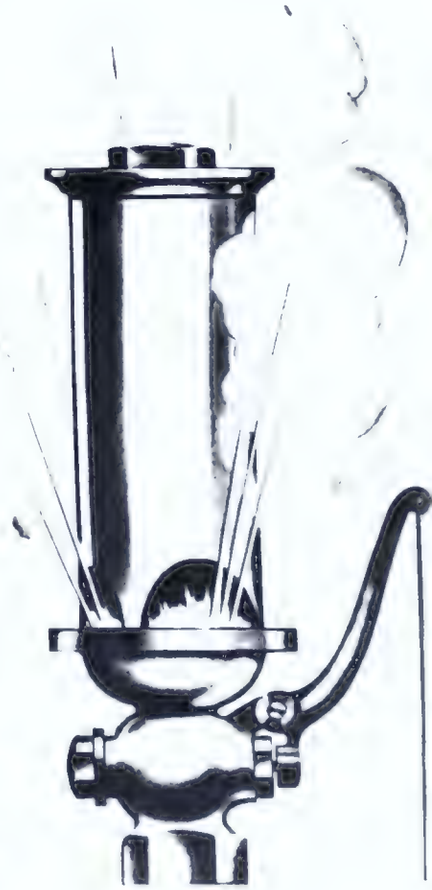
Hire the workers you need for NECESSARY work and HIRE THEM NOW. A new man walking into your plant to go to work tomorrow will give new confidence and courage to every other employee. It will banish the spectre of FEAR.

At any rate, talk to the county and local members of the JOB MOBILIZATION COMMITTEE. You, too, can help them get the jobs and the men together.

Are You Ready to Meet this TRIPLE CRISIS

Co-operate with PENNSYLVANIA

JOB *MOBILIZATION* PROGRAM



Send to Job Mobilization Committee, Harrisburg, Pa., for this important booklet.

WHERE THERE'S SMOKE THERE'S HIRE

Employment windows are reopening in Pennsylvania. The unemployed are going back to the hiring line. The boilers instead of the men are being fired now and welcome smoke is rising from the chimneys again.

Yes, the era of expanding opportunity is here.

And the Pennsylvania Job Mobilization Committee with the co-operation of the State Government, is helping to stimulate business and industry and to fit men and jobs together without further delay.

The Job Mobilization Committee is state-wide in scope.

Industrial and civic leaders, business men and labor leaders in every city, county, town and hamlet in the State, serving without pay, are taking part in the Job Mobilization program which is creating useful jobs for Pennsylvania's unemployed.

This isn't a program to provide unnecessary work for idle men and women. It's a program to stimulate and encourage employers to do those necessary things that have long been deferred.

The upswing is here. Every business index indicates it. So it's time to bring the ideas for new lines, new products and other expansions out of the moth balls and dust them off and put them to work. Do it now!

Foresighted leaders are already busy. They're getting the long-deferred plant modernization under way. New factories are going up. New products are being readied. New markets are being opened. New sales plans are in the works. Are you in the swim?

Everyone who isn't asleep on a cracker barrel knows that business is better. So why wait? Why not hire that man or woman you can use right now? You can't make a profit paying taxes to provide relief. But you can make a profit when you hire useful workers and that's all that Job Mobilization urges you to do.

It will mean more business on your books, lower and lower relief burdens in the days to come.

Business men are realizing that it costs more than $100,000 a year to provide public assistance for 400 families. The individual taxpayer carries $241.41 of the burden of each case and corporations pay $149.97. And that's just what individual taxpayers and corporations will save in taxes for every case taken off relief.

So look over your business and see what it needs in new men and women. Then throw off the shackles of depression and do today what you'll have to do tomorrow anyway if you don't want to miss the boat.

Many have already taken time by the forelock. Business everywhere has stopped marking time and in the first three active weeks of Job Mobilization more than 6,000 jobs were created for men and women.

It's your turn NOW! And as you watch the chimneys remember — where there's smoke there's HIRE!

Co-operate with **PENNSYLVANIA**

JOB *MOBILIZATION* PROGRAM

Send to the Job Mobilization Committee, Harrisburg, for an important booklet "Are You Ready to Meet this Triple Crisis." Names of your Local Job Mobilization Committee members will be sent on request.

Pennsylvania Business and Industry Can Create a Brand New BILLION DOLLAR MARKET

HOW?

PUT OUR MILLION IDLE MEN AND WOMEN BACK TO WORK

If the idle men and women of Pennsylvania could find jobs tomorrow—presto! A NEW BILLION DOLLAR MARKET IN OUR OWN FRONT YARD!

Industry and nations constantly search the world for markets, a tenth, a twentieth that size.

Why just think—the total purchasing power of all of Canada is only five billion dollars a year.

And right here at home, a potential billion dollar market is waiting to be opened. In fact it's opening now as men and women go back to work. And there's pay dirt for all who'll dig in "them thar Pennsylvania hills".

Helping accelerate the movement to create additional jobs is the Job Mobilization Committee of Pennsylvania with which the State Government, labor leaders, Veterans' organizations, women's groups and religious and educational forces are cooperating.

It's the Committee's task to help you open this new billion dollar market by getting the men and the jobs together throughout Pennsylvania—jobs that will give workers and their families new purchasing power—jobs that will permit them to become good customers who can buy the things you produce.

The Committee urges your cooperation in creating this new market for your wares. And all you need do is look over your own business and hire the men and women NOW to do the things your business has long neglected to do.

HERE IS WHAT YOU CAN DO

Look over your business today and ask yourself what it needs to meet expanding opportunities. Plant modernization, long deferred, is something to think about now while prices are low and labor plentiful. New markets can be explored and opened. New products can be developed. New sales plans will help move your goods. Long-planned private construction projects can be advanced. Owners of factories and stores and homes can plan their renovizing now with the knowledge that the Federal Housing Administration is ready to finance this sort of work.

And keep in mind that every case taken off public assistance saves the taxpayer $371.28 a year.

As men and women go back to work, every dollar added to their average income means another dollar of purchasing power in the State.

A hundred dollars added to the average income of Pennsylvania's million unemployed means a brand new hundred million dollar market.

And an average thousand dollar job for these million men and women will create a brand new BILLION DOLLAR MARKET in Pennsylvania alone.

The Job Mobilization Committee, its activities extending into every city and town and hamlet of Pennsylvania, stands ready to help you find the way to do *YOUR* part in creating this vast new purchasing power within this state.

You are not asked, understand, to provide unnecessary work. But you *ARE* urged to look your business over and do *TODAY* what you will eventually have to do tomorrow anyway to keep your business going forward.

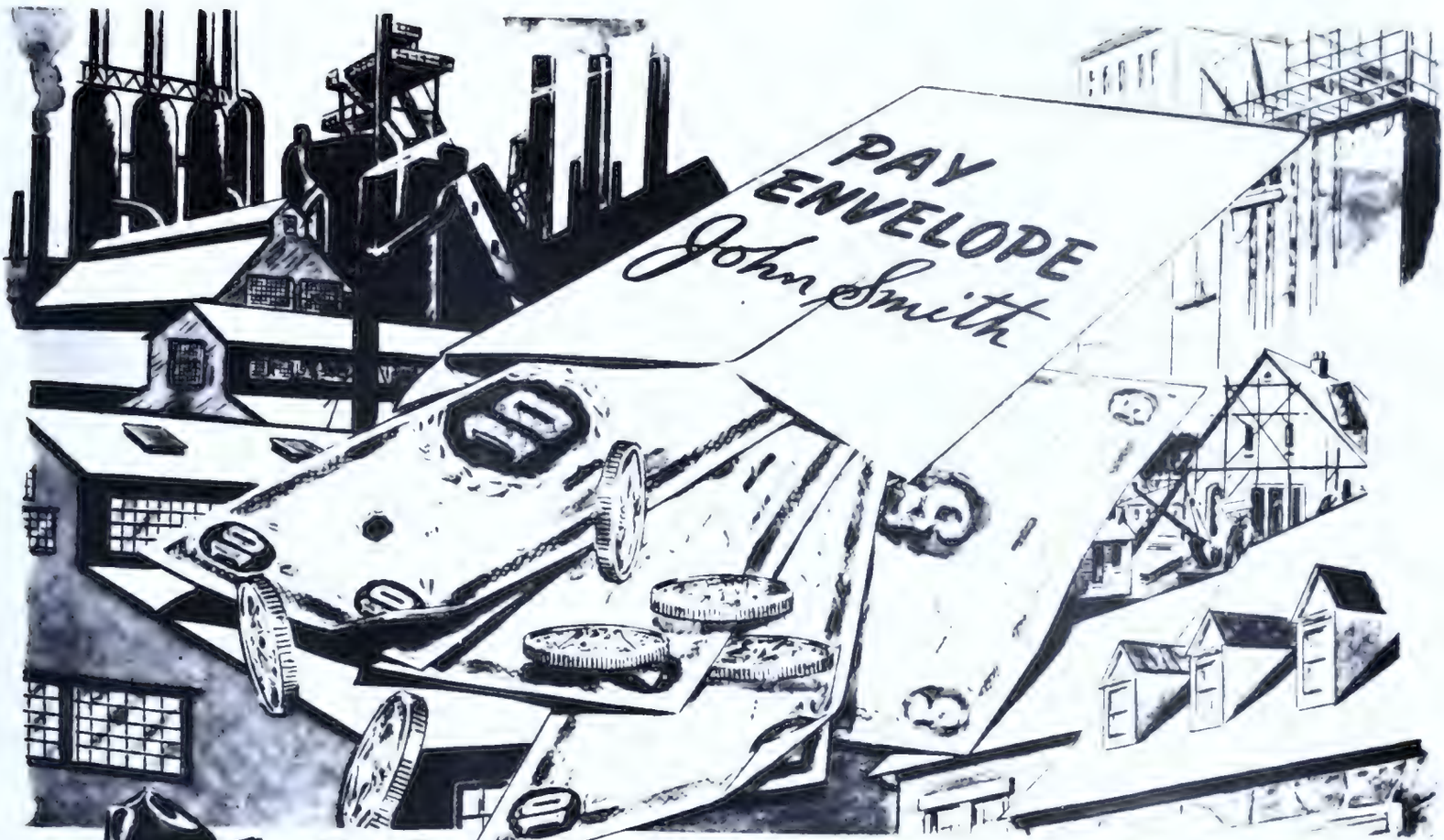
The Pennsylvania Job Mobilization Committee will be glad to give you the names of the leaders in your community who are taking part in this effort to create jobs for Pennsylvania's unemployed.

Co-operate with **PENNSYLVANIA**

JOB *MOBILIZATION* PROGRAM

Write to Job Mobilization Committee, Harrisburg, for important booklet: "Are You Ready to Meet this Triple Crisis".

F-1413—Pennsylvania Job Mobilization Program—297 lines x 8 cols.



When John Smith Works We all *Prosper!*

Here's what YOU can do to Help

Look over your business today. Ask yourself what it needs to meet expanding opportunities. When you have the answer, go ahead!

Hire the workers you need for NECESSARY work and HIRE THEM NOW. A new man walking into your plant to go to work tomorrow will give new confidence and courage to every other employee. It will banish the spectre of FEAR.

At any rate, talk to the county and local members of the JOB MOBILIZATION COMMITTEE. You, too, can help them get the jobs and the men together.

Send to Job Mobilization Committee, Harrisburg, Pa., for this important booklet.

WHEN YOU KEEP HIM BUSY HE KEEPS YOUR BUSINESS BUSY

That's the thought behind the Pennsylvania Job Mobilization program. John Smith is only one man. But multiply him by a million of his fellow unemployed men and women with jobs and pay envelopes and you create a brand new BILLION DOLLAR market for your wares!

Job Mobilization in Pennsylvania already is making great progress. In the first three weeks of the movement, for instance, jobs were created for more than 6,000 men and women.

In Westmoreland and Armstrong counties in the towns of Vandergrift and Leechburg, every employable man and woman on relief has been rehired in private business.

Stores all over the state are finding need for additional clerks. A store in Wilkes-Barre, for instance, hired 40 new employees and soon found business so good that 50 more were added to the payroll.

Business generally is finding need now to go ahead. One company in Pittsburgh will begin early this year a $19,000,000 construction program originally planned for 1942. This means jobs for 1250 men. A great utility company is going ahead NOW with a $30,000,000 construction program.

Another industrial organization has decided to go ahead with deferred maintenance work. It will spend $200,000 a month for the next three months.

Another great company has announced a $14,000,000 expansion program in cooperation with Pennsylvania Job Mobilization.

This is good business from another viewpoint too, because every case taken off the public assistance rolls saves the business and individual taxpayers $571.28 a year.

It has cost the taxpayers of Pennsylvania a billion seven hundred million dollars to take care of the idle John Smiths during the depression years since 1932, and it's well to remember that when John Smith is idle, through no fault of his own, you get no profit from the taxes you pay to provide him the necessities he must have to live.

But when he's back at work he's the life blood of business and industry because he not only supports himself but he becomes your customer, too. When John Smith prospers, we all prosper. And it's the plan of Pennsylvania's Job Mobilization Committee to help make John Smith a customer again by showing forward-looking employers that now's the time to create real job opportunities.

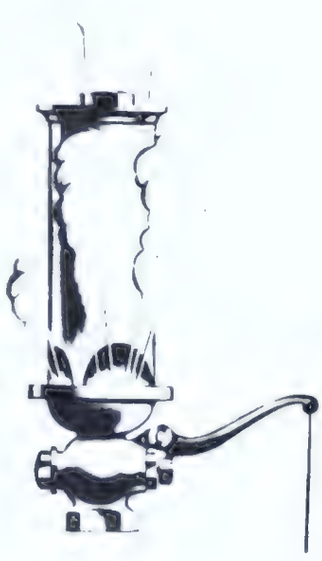
It's not only good business, it's good psychology! Take your own business, for instance. Take on a new employee to do a useful job and watch the new courage it will give your other workers. With fear gone they'll become consumers again in a normal way and the wheels of prosperity will begin to hum.

It's the job of Job Mobilization Committee of Pennsylvania to help you and John Smith get together.

All over this state in every city and town, in every county, in every hamlet, you'll find business leaders taking part in this Job Mobilization program. The names of the Committee members in your community will be sent on request. Write today.

Co-operate with PENNSYLVANIA

JOB *MOBILIZATION* PROGRAM



PA-407—Pennsylvania Job Mobilization Program—297 lines x 8 cols.

One word will put Pennsylvania's idle men to work

It's RENOVIZE

It will restore purchasing power in your community . . . create employment and reduce the relief burden.

It is something for you to do right now . . . a magic word that will help you, help your neighbor, bring customers into stores, make the wheels of industry hum.

It's an important part of the three-phase JOB MOBILIZATION PROGRAM that is now taking people off relief, giving them self-respect, work, purchasing power. The other phases include—stepped-up business activity to give increased permanent employment and retail sales stimulation to keep stores and fabricators busy.

It means MODERNIZE your home . . . farm . . . factory . . . store . . . REPAIR, REMODEL, REDECORATE, LANDSCAPE, FIX UP!

To illustrate how far-reaching the word is—how potent in creating jobs, let's assume that you wish to remodel a building. You'll probably go to an architect for plans; then have a contractor give you a bid—or perhaps a number of contractors. When work starts there will be need for cement workers, carpenters, roofers, glazers, painters, decorators, electricians, plumbers, etc. In addition you will need materials and trucks for hauling them.

For you the result will be a modern building instead of an old, inadequate one. For many a jobless the result will be—work. Your renovizing job will start a chain of events that will help everybody in the community.

Now multiply your effort by thousands—and you will see how it can become a mighty force in creating state-wide re-employment.

For advice, suggestions or other help, consult your local or county committee, or write to JOB MOBILIZATION COMMITTEE, Capitol Bldg., Harrisburg, Pa.

F.H.A. PROPERTY IMPROVEMENT LOANS

MAY BE ARRANGED TO COVER THE ENTIRE MODERNIZATION COST

These loans apply to city, suburban and rural real estate and are arranged under the favorable credit terms and rates offered by the FHA Plan. They may be used for

Homes	Hotels
Apartment and multiple-family houses	Hospitals
	Orphanages
	Schools
Office or other commercial buildings	Churches
	Manufacturing and industrial plants

RENOVIZE NOW!

Co-operate with **PENNSYLVANIA**

JOB *MOBILIZATION* PROGRAM

RENOVIZE

Your factory ... home ... farm ... store

AND PUT PENNSYLVANIA'S UNEMPLOYED TO WORK!

WHAT RENOVIZING DOES TO PUT PEOPLE TO WORK

As an illustration, let's assume you want to remodel your old-fashioned kitchen. You'll probably have an architect make up plans and a contractor bid on the new work. When actual work starts, there will be need for a carpenter, an electrician and others. In addition, there will be need for materials and supplies.

The results will be—a new, modern and convenient kitchen for you, for a small army of workers there will be jobs, which in turn reduces the local relief load and in the long run makes life better throughout the state.

RENOVIZE NOW!

FHA-INSURED MODERNIZATION LOANS MAY BE ARRANGED TO COVER THE ENTIRE COST OF IMPROVING...

- Homes
- Apartment houses
- Multiple-family houses
- Hotels
- Office and other commercial buildings
- Manufacturing and industrial plants
- Orphanages
- Schools
- Churches
- Hospitals

RENOVIZE NOW!

Look at YOUR home, factory, farm or store through the critical eye of the buyer. Is it modern? Adequate? In good repair? In need of improvements?

Now look at it through the eye of the citizen. See yourself and a hundred thousand other citizens creating jobs, cutting down the relief tax burden . . . restoring the self-confidence and community-value of those who now desperately seek a chance to earn a living.

And as you look, consider that you can help yourself and reduce the tragic total of unemployment at one and the same time.

Despite a more promising business outlook, every citizen of Pennsylvania must face this fact: *1,000,000 workers in Pennsylvania are idle!*

There you have the cause for higher relief taxes, the cause for business doldrums, the cause for slowed-up retail sales.

Put these men to work and you do the thing most needed to relieve all three.

So—look over your property and . . . RENOVIZE! Become a part of the state-wide JOB MOBILIZATION PROGRAM of which Renovizing is one important phase. There are other phases including accelerated industrial activity to give increased permanent employment and retail sales stimulation so that stores and fabricators may employ more people.

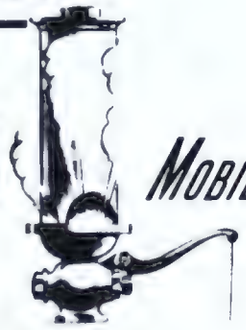
Some years ago, Philadelphia had a Renovizing program. Despite the fact that this was before FHA loans were available for this purpose, the program—in this one city—put thousands of men to work, created $23,500,000 worth of EXTRA business.

Let's make Philadelphia's happy experience state-wide! Do your part to create jobs for idle men and women. Improve, repair, rebuild, fix up your property.

For advice and suggestions as to how YOU can co-operate, see your local or county committee, or write to Job Mobilization Committee, Capitol Bldg., Harrisburg.

Co-operate with PENNSYLVANIA

JOB *Mobilization* PROGRAM



FF-1418—Pennsylvania Job Mobilization Program—297 lines x 8 . . . .

The newspaper advertising for the Renovize Campaign, affording opportunity for direct commercial tie-up, accounted for the greatest use of advertising space in all parts of the State. This advertising took the following forms:

Many newspapers, particularly the weeklies and also the smaller dailies, published the prepared Renovize Advertisements from the mats provided without charge.

In other cases, the prepared Renovize advertisements were published with the cooperation of tie-up advertisers, such as contractors, lumber and supply dealers, hardware and paint suppliers, banks announcing loans available for Renovizing work, etc.

Some newspapers, in cooperation with County and Local Committees, used the prepared Renovize advertisements as the basis for promoting a special Renovize advertising section, selling several additional pages of advertising to contractors and supply dealers who would stand to profit by the business secured.

In still other instances, such as in Altoona, newspapers published special Renovize and home-making sections of their own creation, dotting six or seven advertising pages with special "reader" copy containing home-making hints, suggestions for roof repair, bathroom rehabilitation, the possibilities of converting basements into "rumpus rooms," etc.

It is impossible to measure accurately the dollar and cents value of the newspaper advertising space used in the promotion of the Job Mobilization and the Renovize Campaigns. But we do know that 540 advertisements were published from the mats alone. The special advertisements which were prepared locally, and the Special Renovize Sections

which were published in many parts of the State, were sufficient to double this total.

The combination of a steady flow of news stories, state-wide and local, editorial and special feature treatment, and the use of advertising space for the promotion of the Job Mobilization and Renovize Campaigns, served to inform the public of the objectives and activities of the Campaign, and to provide a sustained continuity of public information through the medium of the newspapers.

RADIO BROADCASTING

The radio stations of the State contributed freely of their time and facilities to assist in the promotion of the Job Mobilization and Renovize Campaigns. The types of radio publicity used, and contributed by the radio stations involved, were:

1. Broadcast of key speeches over a state-wide hook-up.

2. Local broadcasts of speeches, dramatizations, discussion panels, etc., by representatives of Job Mobilization Committees, the Pennsylvania State Employment Service, or both groups working jointly.

3. Spot announcements, released from headquarters and used over local stations.

4. News material used in programs of regular news commentators - material supplied by headquarters.

5. Electrical transcriptions, made by various leaders of state-wide activities, and played by most of the stations in the Commonwealth.

Detail on the above activities, which will give some idea of the scope of the radio publicity obtained, follows:

<u>State-wide Hook-ups</u>

November 15, 1939 - official announcement of the opening of the Job Mobilization Campaign. Governor Arthur H. James introduced Walter D. Fuller, President of the Curtis Publishing Company and Chairman

of the state-wide Job Mobilization Committee, who outlined the objectives of the Campaign. Broadcast at 8:50 P.M. over Stations: WHP, Harrisburg; WSAN, Allentown; WJAC, Johnstown; WFBG, Altoona; WGBI, Scranton. Rebroadcast of same program over Stations KYW, Philadelphia; and WJAS, Pittsburgh, at 10:00 P.M.

November 23, 1939. Broadcast of speech of Walter D. Fuller, State Chairman, before York Chamber of Commerce, York, Pa., 7:45 to 8:00 P.M. Program carried by the following stations: KYW, Philadelphia; WSAN, Allentown; WJAC, Johnstown; WFBG, Altoona; WGBI, Scranton; WHP, Harrisburg; WJAS, Pittsburgh.

December 8, 1939. Broadcast of talks by Edward R. Stirling, Commander of the Department of Pennsylvania, American Legion, and Chairman of the Committee on the Development of Pennsylvania Industry, and Mrs. James P. Paul, President, Women's Auxiliary, Pennsylvania American Legion, and Chairman of Women's Activities in the Campaign. These talks grew out of the American Legion Round-up in Harrisburg on this date. The direct wire broadcast was made over Station KYW, Philadelphia, 7:45 P.M. Other stations recorded the talks and rebroadcast them at first free time as follows: WJAC, Johnstown; WFBG, Altoona - at 8:15 P.M.; WGBI, Scranton, 8:45 P.M.; WHP, Harrisburg, 10:00 P.M.; WSAN, Allentown, 10:30 P.M.; WJAS, Pittsburgh, 6:30 P.M., December 9th.

February 13, 1940. Broadcast of talk by Walter D. Fuller, State Chairman, at regional Job Mobilization Rally at Altoona, 7:45 to 8:00 P.M. The following stations carried the talk: KYW, Philadelphia; WJAC, Johnstown; WFBG, Altoona; WGBI, Scranton; WHP, Harrisburg; WSAN, Allentown; WJAS, Pittsburgh.

Local Broadcasts

A wide variety of local broadcasts were conducted throughout

the State during the Campaign. Some of these were special broadcasts arranged to coincide with the visit of state officers to various sections; others were regularly scheduled weekly broadcasts, either for the Job Mobilization Committee, the Pennsylvania State Employment Service, or both groups cooperating.

Examples of some of the special broadcasts follows:

Pittsburgh, Station KDKA. Talk by Walter D. Fuller, State Chairman, on November 30, 1939, on the occasion of the organization of the Allegheny County Committee.

Scranton, Station WGBI. Broadcast by The Honorable Lewis G. Hines, Secretary of Labor and Industry, delivered as part of his talk before a meeting sponsored by the Scranton Chamber of Commerce to organize the Lackawanna County Job Mobilization Committee, December 4, 1939.

Wilkes-Barre, Station WBRE. Broadcast of talk by Walter D. Fuller, State Chairman, in connection with his talk before a Job Mobilization Rally, December 15, 1939.

Wilkes-Barre, Station WBAX. Broadcast by Mrs. James F. Paul, State Chairman of Women's Activities, in connection with her attendance at American Legion Auxiliary meeting, December 14, 1939.

Pittsburgh, Station KDKA. Broadcast by Mrs. Myrtle M. Byers, State Vice-Chairman of Women's Activities and President of the Women's Auxiliary, Veterans of Foreign Wars, December 12, 1939.

Allentown, Station WCBA. Broadcast by Mrs. Myrtle M. Byers, December 14, 1939.

Erie, Station WLEU. Broadcast by Walter D. Fuller, on occasion of organizing Erie County Committee and activities, January 4, 1940.

Lancaster, Station WGAL. Broadcast by The Honorable Howard L. Russell, Secretary of the Department of Public Assistance, and William A. Hemphill, Executive Director, Job Mobilization Campaign, on occasion of Lancaster County luncheon rally, January 9, 1940.

Philadelphia, Station WFIL. Broadcast by Walter D. Fuller of talk before Philadelphia Lions Club, January 9, 1940.

Philadelphia, Station KYW. William A. Hemphill, Executive Director, interviewed over the air in connection with a special Job Mobilization program, February 3, 1940.

Scranton, Station WGBI. Broadcast by Honorable Ellwood J. Turner, Speaker of the Pennsylvania House of Representatives, in conjunction with his talk to a Job Mobilization Rally sponsored by the Scranton Chamber of Commerce, March 4, 1940.

Aside from the above, which might be classified as "Special Events," many stations contributed regular periods each week, ranging from fifteen minutes to one hour each. Examples of the types of programs produced locally follows:

In Sunbury, the Job Mobilization Campaign was launched by a one-hour broadcast, which took the form of a question and answer forum. Those who took part included the County Chairman, the Mayor, the Field Representative from the State Employment Service, a representative of the County Board of Assistance, an unemployed person, and several high school students. This resulted in a complete discussion of Job Mobilization purposes and methods, discussed from several different points of view, and served to inform the listening public of the details of the Program. Each week thereafter a fifteen minute program was presented, in which a member of the County or Local Committee reported on the progress of the Campaign, and in which job applicants selected from the files of the State Employment Service were given the opportunity to publicize their qualifications over the air.

The Scranton Junior Chamber of Commerce, which had a regular weekly radio program for the discussion of civic problems, devoted its time during the Campaign to discussing a different phase of the Job Mobilization and Renovize Campaigns at each broadcast. View 8, Page shows the discussion group at the studio.

In Altoona, a one-hour program was presented daily during the active period of the Renovize Campaign. Prepared material from headquarters was combined with home-making and home improvement hints, and local merchants, contractors, banks, material supply houses, etc.,

purchased commercial announcements to advertise the materials or services they had to sell for Renovizing purposes.

The leading women's clubs of Erie supplied speakers to fill a regular fifteen-minute air period each week.

Many regular programs were presented jointly by the Job Mobilization Committees and the State Employment Service offices throughout the State, in which a talk or discussion about Job Mobilization purposes and accomplishments was followed by the announcement of job openings available at the State Employment Office, and the interviewing of job applicants. Programs of this nature were produced in Reading, Scranton, Wilkes-Barre, Philadelphia, Easton, Sunbury, Greensburg, and Johnstown.

The above instances are cited to show the variety of programs that were produced locally, and are not intended to depict all the programs that were presented.

In order to assist in the preparation of these programs, headquarters prepared sample scripts, which included dramatizations, panel discussions, current news, etc., out of which the station program director and the local representatives of the State Employment Service and the Job Mobilization Committee could construct an interesting program.

To give some idea of the area covered by these programs, and the number of stations which participated in presenting these programs for all or a part of the Campaign, the participating stations are listed:

TOWN	RADIO STATION
Altoona	WFBG

TOWN	RADIO STATION
Reading	WRAW, WEEU
Greensburg	WHJB
Erie	WLEU
Uniontown	WMBS
Scranton	WGBI
Easton	WEST
Sunbury	WKOK
Williamsport	WRAK
Johnstown	WJAC
Harrisburg	WHP, WKBO
Wilkes-Barre	WBRE, WBAX
Pittsburgh	KDKA, WCAE, WWSW, KQV, WJAS
Philadelphia	KYW, WFIL, WIP, WHAT, WTEL

Spot Announcements

To serve as a means of "reminder" advertising, spot announcements of 50 to 75 words each to be read between programs over the broadcasting stations of the State, were prepared at headquarters and sent to the 38 radio stations in Pennsylvania.

Six spot announcements were sent to each station weekly for a period of nineteen weeks, representing a total of 114 spot announcements. Although no exact tabulation can be made of the number of announcements which were read, the majority of the stations in the State cooperated, and a continuing campaign was maintained throughout the State for the duration of the Job Mobilization Campaign.

News Commentators

For the benefit of news commentators who had regularly scheduled news broadcasts, special news releases for their use were prepared by headquarters and sent to the commentators weekly. This news release covered such subjects as the number of job opportunities created, the number of placements made, the standing of the counties, etc.

Again it is impossible to state with accuracy the number of

releases used, and by what commentators, but since much of this material permitted local interpretation, it found acceptance over a wide area.

Electrical Transcriptions

Recordings of speeches, 11 in number and ranging from 5 to 10 minutes duration, were made by representative speakers emphasizing various phases of the Campaign. Records were made by the following persons:

Walter D. Fuller, State Chairman, Job Mobilization Committee; President, Curtis Publishing Company, Philadelphia.
"The Need for and Objectives of Job Mobilization Program"

William A. Hemphill, Executive Director, Job Mobilization Campaign; Staff member, Day & Zimmermann, Inc., Philadelphia.
"Organization and Function, Job Mobilization Campaign"

Mrs. James P. Paul, State Chairman, Women's Activities; President, Women's Auxiliary, American Legion, York.
"Women's Activities"

H. W. Prentis, Jr., Chairman, Committee on General Manufacturing Industry; President, Armstrong Cork Company, Lancaster.
"Business Leader Cooperation"

Dr. Thomas S. Gates, Chairman, Committee on Educational Cooperation; President, University of Pennsylvania, Philadelphia.
"Educational Cooperation"

Edward H. Stirling, Chairman, Committee on the Development of Pennsylvania Industry; Commander, Department of Pennsylvania, American Legion, Vandergrift.
"Industrial Development"

Warren C. Bulette, Chairman, Committee on Trade Association Cooperation; President, Brandt-Warner Manufacturing Company, York.
"Trade Association Cooperation"

A. W. Robertson, Chairman of the Board, Westinghouse Electric and Manufacturing Company, Pittsburgh.
"The Business Outlook"

William P. Carson, Manager, Financial Relations, Federal Housing Administration, Philadelphia.
"F.H.A. Loans for Renovizing"

J. Griffith Boardman, Philadelphia; Former State Secretary of Revenue; Co-Chairman, Philadelphia Renovize Campaign Committee.
"Renovizing Means More Jobs"

Mrs. J. Hector McNeal, Bryn Mawr; State Vice-Chairman, Women's Activities; Chairman, Philadelphia County Women's Committee.
"Women's Renovizing Opportunities"

Eleven pressings were made from each master record, so that each one would only have to be played three or four times for broadcasting, thus guarding against faulty or scratchy reproduction over the air due to surface wear.

Some stations preferred to give time for "live" talks or other programs rather than play these records, but in most cases it was possible to get another station serving the same listening area to play the records.

The radio stations who agreed to broadcast these records were districted into groups of two to four geographically, and each record was played over these stations in sequence. The record was sent to the first station with a request that it be played and then forwarded to the next station on the list. Forwarding letters and the necessary postage were enclosed. Although this planned schedule was upset occasionally due to the breakage of a record in transit, or the need for a specific record in a different locality at a scheduled time, the general program worked smoothly, and state-wide coverage was obtained, as is evidenced by the following list of stations that broadcast the records:

TOWN	RADIO STATION
Sunbury	WKOK
Hazleton	WAZL
Harrisburg	WKBO
Harrisburg	WHP
New Castle	WKST

TOWN	RADIO STATION
Sharon	WPIC
Reading	WEEU, WRAW
Wilkes-Barre	WBRE
Williamsport	WRAK
Scranton	WGBI
Allentown	WCBA, WSAN
Easton	WEST
Altoona	WFBG
York	WORK
Lancaster	WGAL
Pittsburgh	WWSW
Philadelphia	WFIL*

* The records pertaining to the Renovize Campaign are now being circulated among other Philadelphia stations by the Philadelphia Renovize Committee.

BILLBOARDS

The Job Mobilization Campaign had the support of strong "reminder" advertising in the form of approximately 1,100 "24-sheet" billboards in every section of the State. A sample billboard is pictured on Page 175.

Through the cooperation of the Outdoor Advertising Association, and the courtesy of the outdoor advertising companies of the State, all the display space was contributed, as well as the cost of posting the boards. The only expense to the Job Mobilization Committee was that of printing the 1,100 posters.

Some idea of the distribution of these billboards may be gained from the fact that these 1,100 posters were displayed through the cooperation of 57 outdoor advertising offices in 57 different cities and towns throughout the State.

These billboards remained posted for the duration of the Campaign, and provided a major medium of "reminder" advertising.

MOTION PICTURES

For the purpose of highlighting the Job Mobilization Campaign, and the Renovize Campaign in particular, several possible methods of using the motion picture medium were investigated.

It was found that the Federal Housing Administration had produced an outstanding film entitled "Miracles of Modernization" which was devoted to the theme of Renovizing and home modernization, and aroused interest in F.H.A. guaranteed modernization loans.

This sound film was professionally produced, about 800 feet of 16 millimeter film in length, in technicolor, and presented the Renovize idea dramatically and convincingly.

Because this film suited the purpose of the Renovize Campaign so admirably, permission was secured from the F.H.A. in Washington to use it. Four prints were purchased, and two sequences were added to tie it in directly with the Job Mobilization Campaign. The opening sequence pictured Walter D. Fuller, State Chairman, who explained the basic purposes of the Job Mobilization and Renovize Campaigns, and introduced the film. A closing sequence was added to the film picturing Mrs. James F. Paul, Women's State Chairman, in the model kitchen of the COUNTRY GENTLEMAN magazine at the Curtis Publishing Company offices in Philadelphia. Mrs. Paul spoke of the part women played in the Campaign, and particularly enlisted women's support in the promotion of the Renovize Campaign.

Of the four prints available, one was assigned to Nathen Productions, Inc., of Philadelphia, a professional exhibiting concern, for showings before a selected list of industrial firms. The other three prints were made available to the Job Mobilization Committees

in the counties for local showings.

For the showings in the counties, all arrangements for projection machines, operators and the booking and shipping of the film were made the responsibility of the County Committees. Procedure Bulletin No. 4, containing detailed instructions for the booking, showing and shipping of the film was issued to all Field Representatives and County Committees for their guidance. (see Exhibit S-5). Even though the Campaign was officially over on May 1st, some of the films were continued for showings in counties where the Renovize Campaign was still in progress.

The prints were received early in January. The added sequences were filmed during January, the films were processed, and made available for general use early in February.

Although not necessarily complete, because all showings were not reported by the counties, the following list will give some idea of the distribution of this film:

2/ 5 - Norristown	Men's and Women's Job Mobilization Committee Meeting.
2/ 8 - Pittsburgh	Rally of Women's Job Mobilization Committee, Mrs. James P. Paul, presiding. Attendance approximately 200.
2/ 9 - Coatesville	Rally of Chester County Job Mobilization Committees.
2/15 - Altoona	Rally of Job Mobilization Committees of Blair and surrounding counties.
2/18 - Dallas	Meeting of contractors and bankers for F.H.A. discussion.
2/19 - Jeannette	Meeting of Chamber of Commerce. Luncheon of Rotary Club.
2/20 - New Kensington	Meeting of Chamber of Commerce.
2/21 - Washington	Luncheon meeting of Rotary Club.

2/21 - Washington	Meeting of Chamber of Commerce.
2/21 - Washington	Meeting of Quota Club.
2/22 - Charleroi	Meeting of Men's and Women's Job Mobilization Committees.
2/25 - Uniontown	Meeting of Men's and Women's Job Mobilization Committees.
2/26 - Connellsville	Meeting of Men's and Women's Job Mobilization Committees.
2/26 - Brownsville	Meeting of Men's and Women's Job Mobilization Committees.
2/27 - Harrisburg	Rally of Women's Committees of Central Pennsylvania.
2/27 - Lansford	Carbon County rally of Men's and Women's Job Mobilization Committees, civic organizations, etc., to organize Renovize Campaign.
2/29 - Honesdale	Meeting of contractors and banking groups for explanation of F.H.A. financing.
3/ 6 - Reading	Meeting of Exchange Club.
3/ 8 - Reading	Luncheon meeting of "Hungry Club".
3/ 9 - Reading 3/16	Continuous showing at booth in Builders Show.
3/12 - McDonald	Joint meeting, Job Mobilization Committees, Boy Scouts and parents.
3/12 - Burgettstown	Joint meeting, Job Mobilization Committees, Boy Scouts and parents.
3/13 - Washington	Meeting of Lions Club.
3/14 - Washington	Federation of Women's Clubs.
3/14 - Washington	Meeting of Washington County Boy Scout Council.
3/15 - Washington	Showing before Y.M.C.A. meeting.
3/18 - Carlisle	Meeting of representatives of building industry and banking groups - for F.H.A. financing discussion.

3/18 - Uniontown	Community Renovize Rally, sponsored by Job Mobilization Committees.
3/18 - Kingston	Kingston Business Men's Association.
3/19 - Reading	Representatives of building industry and banking groups, for F.H.A. financing discussion
3/19 - Uniontown	Rotary Club.
3/19 - Nanticoke	Lions Club
3/19 - Luzerne County 3/25	Series of local showings throughout county. Details unreported.
3/20 - Girardville	Renovize Rally sponsored by Job Mobilization Committees.
3/21 - Brownsville	Rotary Club.
3/25 - Allentown 3/29	Continuous showing at local Home Building Show.
3/25 - Bellefonte 3/29	Continuous showing at local Home Building Show.
3/28 - Ellwood City	Community Renovize Rally sponsored by Job Mobilization Committees.
3/28 - Bellefonte	Rotary Club.
3/29 - Bellefonte	Ladies Night. Kiwanis Club.
4/ 3 - Tamaqua	Lions Club.
4/ 4 - Tamaqua	Rotary Club.
4/ 5 - McAdoo	Renovize Rally sponsored by Job Mobilization Committees.
4/ 7 - New Kensington	Arnold High School.
4/ 7 - New Kensington	Renovize Rally sponsored by Job Mobilization Committees.
4/ 8 - New Philadelphia	Rotary Club.
4/10 - Tamaqua 4/13	Continuous showing at Tamaqua Home Show.
4/11 - McAdoo	Lions Club.

4/12 - Carbondale — Renovize Rally sponsored by local Job Mobilization Committees.

4/26 - McKeesport — Citizens meeting sponsored by Job Mobilization Committees.

NOTE: Prints of this film are still in circulation as follows:

Print No. 1 - Beaver and Lawrence Counties.

Print No. 2 - Allegheny County.

SPEAKERS' BUREAU

At the very start of the Campaign, a Speakers' Bureau was established at headquarters for the purpose of supplying speakers for service clubs, business groups, fraternal organizations, and special meetings or rallies organized especially for the promotion of the Job Mobilization and Renovize Campaigns.

The Pennsylvania Economy League, The Pennsylvania State Chamber of Commerce, The American Legion, The Veterans of Foreign Wars, Women's Organizations, etc., were invited to suggest the names of men and women who would be willing to serve the Campaign as volunteer speakers. Invitations were extended to those persons recommended by these organizations to join the Speakers' Bureau as volunteer speakers, serving without compensation and assuming their own travelling expenses. The names of 187 men and women were secured who volunteered to serve in this manner.

Staff members of the Federal Housing Administration were extremely cooperative. Speakers were sent to many Job Mobilization and Renovize Campaign meetings to explain F.H.A. guaranteed modernization loans, and at the same time cooperation with the Job Mobilization and Renovize Campaigns was urged at F.H.A. sponsored meetings with bankers, contractors, material suppliers, etc.

County Committees were urged to organize county-wide rallies to introduce and promote the Campaign, and for these occasions, speakers were assigned by the headquarters Speakers' Bureau. To assist County Chairmen in finding speakers for purely local meetings, the names of speakers who had volunteered to serve in their particular areas were sent to the Chairmen.

A small number of "master speeches" were written at headquarters and sent to the volunteer speakers for the purpose of giving them the basic background material concerning the Campaign, out of which they could prepare their own talks and flavor them with local color. For important rallies, at which prominent speakers appeared, special speeches were prepared at headquarters.

A list of the occasions for which speakers were supplied from the Speakers' Bureau follows:

DATE	CITY AND OCCASION	SPEAKER (S)
11/15	Harrisburg, State-wide Organization Rally, House of Representatives	Governor Arthur H. James Walter D. Fuller, State Chairman William A. Hemphill, Executive Director Honorable Lewis G. Hines, Secretary, Labor & Industry Honorable Howard L. Russell, Secretary, Public Assistance Honorable Frederick T. Gelder, President Pro-Tem of the Senate Honorable Ellwood J. Turner, Speaker of the House
11/15	Pittsburgh, Women's Auxiliary, American Legion	Mrs. James P. Paul, Chairman of Women's Activities
11/16	Brookline, Brookline P.T.A.	William A. Hemphill
11/20	Philadelphia, Philadelphia Retail Forum	Walter D. Fuller

DATE	CITY AND OCCASION	SPEAKER (S)
11/20	Allentown, Chamber of Commerce	Thomas J. Toole, Field Representative
11/21	Pittsburgh, Chamber of Commerce	Charles Penrose, Vice-President, Day & Zimmermann, Inc.
11/27	Gettysburg, Rotary Club	Silas S. Riddle, Penna. State Chamber of Commerce
11/28	Philadelphia, Kiwanis Club	Walter D. Fuller
11/28	Kingston, Business Men's Assn.	Colonel Ernest G. Smith, State Vice-Chairman, Luzerne County Chairman.
11/29	York, Chamber of Commerce	Walter D. Fuller William A. Hemphill
11/30	Pittsburgh, Job Mobilization Meeting	Walter D. Fuller
11/30	Hazleton, Job Mobilization Meeting	Colonel Ernest G. Smith
12/ 4	Scranton, Chamber of Commerce	Honorable Lewis G. Hines
12/ 4	Philadelphia, Women's Auxiliary American Legion	Mrs. James P. Paul
12/ 5	Coatesville, Federation of Women's Clubs	Mrs. James P. Paul
12/ 6	Media, American Legion Auxiliary	Mrs. James P. Paul
12/ 7	New York, National Association of Manufacturers	Walter D. Fuller
12/ 7	Waynesboro, American Legion Auxiliary	Mrs. James P. Paul
12/ 8	Chambersburg, Job Mobilization Committee	Fred P. Hofkin, Field Representative
12/ 8	Greensburg, Job Mobilization Committee	T. Winston McConkey, Field Representative
12/ 8	Harrisburg, Organization Meeting, Women's Committee	William A. Hemphill Mrs. James P. Paul
12/12	Emporium, Job Mobilization Committee and Service Clubs	E. F. Smith, Jefferson County Chairman
12/12	Lebanon, Job Mobilization Committee	Silas S. Riddle

DATE	CITY AND OCCASION	SPEAKER (S)
12/12	Hazleton, Job Mobilization Committee and Lions Club	F. H. Waltz, Penna. Power & Light Company
12/12	Reading, Berks County Manufacturers' Association	Edward W. Jacobs, Speakers' Bureau
12/12	Pittsburgh, Ladies' Auxiliary, Veterans of Foreign Wars	Mrs. Myrtle M. Byers, State Vice-Chairman, Women's Activities
12/13	Norristown, Job Mobilization Committee	William A. Hemphill
12/13	State College, American Legion Auxiliary	Mrs. James P. Paul
12/13	Plymouth, Business Men's Assn.	Colonel Ernest G. Smith
12/14	Wilkes-Barre, County Rally, Service Clubs, Civic Organizations and Committees	Walter D. Fuller Mrs. James P. Paul William F. Carson, F.H.A.
12/14	Philadelphia, Frankford Exchange Club	Honorable J. Griffith Boardman, Former State Secretary of Revenue
12/14	Bethlehem, Ladies' Auxiliary, Veterans of Foreign Wars	Mrs. Myrtle M. Byers
12/14	Punxsutawney, Job Mobilization Committee, Service Clubs, etc.	W. F. Smith, County Chairman James S. Porter, Field Representative
12/15	Uniontown, Job Mobilization Committee	Walter Schenck, County Chairman
12/16	Philadelphia, Federation of Women's Clubs	Mrs. James P. Paul
12/19	Carlisle, County Organization Meeting	William A. Hemphill Edward W. Jacobs
12/19	Warrensburg, County Organization Meeting	T. Winston McConkey
12/21	Indiana, County Organization Meeting	T. Winston McConkey
12/26	Lemoyne, West Shore Rotary Club	Kathryn Ammon, Field Representative
12/26	Lock Haven, Rotary Club	Francis Smith, Penna. State Employment Service
12/27	Lock Haven, County Organization Meeting	Fred P. Hofkin

DATE	CITY AND OCCASION	SPEAKER (S)
12/28	Lock Haven, Kiwanis Club	Fred P. Hofkin
12/28	Lock Haven, Exchange Club	Fred P. Hofkin
12/28	Pottsville, County Rally, Men's and Women's Organizations	Edward W. Jacobs
1/2/40	Shamokin, Kiwanis Club and Job Mobilization Committees	Edward W. Jacobs
1/ 4	Erie, Chamber of Commerce	Walter D. Fuller William A. Hemphill
1/ 4	Kittanning, County Organization Meeting	T. Winston McConkey
1/ 4	Reading, Federation of Women's Clubs	Kathryn Ammon
1/ 5	Cleveland, Ohio, Chamber of Commerce	William A. Hemphill
1/ 8	Middletown, Rotary Club	Silas S. Riddle
1/ 8	Shamokin, Rotary Club	H. Wilson Lark, President, Dime National Bank
1/ 9	Lancaster, Kiwanis Club & Job Mobilization Committee	Honorable Howard L. Russell William A. Hemphill
1/ 9	Reading, Community Rally, sponsored by Rotary Club	Charles Penrose Mrs. James P. Paul
1/ 9	Philadelphia, Lions Club	Walter D. Fuller
1/10	Williamsport, Community Trade Association	Walter D. Fuller William A. Hemphill
1/10	Allentown, County Organization Meeting	Edward W. Jacobs Kathryn Ammon
1/11	Contesville, County Rally	Frank Beal, Deputy Secretary, Labor and Industry Walter D. Fuller Mrs. James P. Paul
1/11	Mauch Chunk, County Organization Meeting	Frank Mueller, Penna. Power & Light Company
1/11	York, West York Exchange Club	Silas S. Riddle Edward W. Jacobs
1/11	Altoona, Chamber of Commerce	Miles Hollister, Coca-Cola Bottling Company

DATE	CITY AND OCCASION	SPEAKER (S)
1/11	Philadelphia, County Organization Meeting, Phila. Chamber of Commerce	Walter D. Fuller William A. Hemphill
1/11	Northumberland, Women's Organization Meeting	Harry Housel and Rosalie Fisher, State Employment Service
1/11	Chester, Manufacturers' Association	Harvey D. Mallen, Attorney
1/11	Camp Hill, Women's Organization Meeting	Kathryn Ammon
1/15	Warren, County Organization Meeting	Chester V. Zerbe, Erie County Chairman Leo D. Carney and Kathryn North, Field Representatives
1/15	Phillipsburg, Centre County Rally	T. R. Dobson, Altoona, Penna. Power & Light Company
1/15	Media, Republican Women of Delaware County	Honorable Ellwood J. Turner
1/16	Hazleton, Foremen's Club	Honorable Lewis G. Hines
1/16	Reading, Foundrymen's Association	Edward W. Jacobs
1/16	Philadelphia, Phila. Retail Meat Dealers' Association	Roger F. Evans, Phila. Chamber of Commerce
1/16	Shamokin, Exchange Club	Harry Nagle, Field Representative
1/17	Bradford, County Rally	Fred Hofkin
1/17	Indiana, Women's Rally	Mrs. Myrtle M. Byers
1/18	Philadelphia, Forum Luncheon, Art Club	Walter D. Fuller
1/18	Reading, Berks County Manufacturers' Association	Honorable Ellwood J. Turner
1/18	Philadelphia, Eastern Credit Men's Association	Walter D. Fuller
1/22	Butler, County Rally	Richard Colegrove, Field Representative
1/22	St. Marys, County Rally	Frank Shaw, Punxsutawney
1/24	Philadelphia, Convention, Penna. Nurserymen	Bayard Wharton, Philadelphia Job Mobilization Committee

DATE	CITY AND OCCASION	SPEAKER (S)
1/30	Stroudsburg, Lions Club	James T. Spence, Field Representative
1/31	Stroudsburg, Kiwanis Club	James T. Spence
1/31	Pittsburgh, Pittsburgh Retail Association	Walter D. Fuller
1/31	Philadelphia, Petroleum Group, Chamber of Commerce	William A. Hemphill
2/ 1	Scranton, Chamber of Commerce	Honorable Ellwood J. Turner
2/ 1	Brookville, County Rally	W. F. Smith
2/ 5	Pittsburgh, Convention, Penna. Bakers' Association	Charles Penrose
2/5	Hummelstown, Lions Club	Edward W. Jacobs
2/ 5	Lancaster, Job Mobilization Committee	Fred P. Hofkin
2/ 6	Montrose, Rotary Club	U. G. Baker, Publisher
2/ 7	Pittsburgh, Convention, Lumber Dealers' Assn. of Western Penna.	Kenneth Speer, Pittsburgh Chamber of Commerce
2/ 7	Swarthmore, Swarthmore Club	Honorable Ellwood J. Turner
2/ 8	Pittsburgh, County Women's Rally	Mrs. James F. Paul
2/ 9	Kittanning, County Women's Rally	Miss Anna B. Sandt, Penna. State Employment Service
2/12	Lancaster, Retail Association and County Committee	John E. Means, Director, Penna. Retailers' Association Fred P. Hofkin
2/12	Altoona, Regional Rally, Job Mobilization Committee	Walter D. Fuller
2/13	Philadelphia, Real Estate Board & Renovize Committee	William A. Hemphill
2/15	Danville, County Rally	Silas S. Riddle Edward W. Jacobs
2/15	Shippensburg, County Women's Rally	Kathryn Ammon
2/16	Chambersburg, Franklin and Fulton County Women's Committees	Kathryn Ammon

DATE	CITY AND OCCASION	SPEAKER (S)
2/19	Harrisburg, Civic Club	William A. Hemphill
2/20	Williamstown, Community Rally	Edward W. Jacobs
2/26	Lancaster, Junior Chamber of Commerce	Silas S. Riddle Edward W. Jacobs
2/27	Harrisburg, Central Penna. Women's Rally	Mrs. James P. Paul Mrs. J. Hector McNeal, State Vice-Chairman William A. Hemphill
2/27	Lansford, Carbon County Rally	M. S. Gilbertson, Lehigh Navigation Coal Company Harry Nagle, Field Representative
2/28	Philadelphia, Convention, Penna. & Atlantic Seaboard Hardware Assn.	Walter D. Fuller
2/29	Honesdale, Renovize Campaign Rally	William P. Carson, F.H.A.
3/ 4	Allentown, Chamber of Commerce	Honorable Ellwood J. Turner William A. Hemphill
3/ 4	DuBois, County Rally	W. F. Smith Edward W. Jacobs
3/ 4	Coudersport, Young Republican Club	Thomas D. Wilson, Esquire, Bradford
3/ 5	Clearfield, County Rally	Honorable David R. Perry, Deputy Attorney General Edward W. Jacobs
3/11	Harrisburg, County Rally	Honorable Robert E. Woodside, Jr.
3/11	Easton, Rally, Men's and Women's Committees	Edward W. Jacobs
3/12	Hershey, Convention, Penna. Farm Bureau	Edward W. Jacobs
3/18	Williamstown, Renovize Campaign Rally	Edward W. Jacobs
3/26	Easton, Easton Board of Trade	Walter D. Fuller
3/26	Allentown, Federation of Women's Clubs	Mrs. J. Hector McNeal
3/26	Warren, County Renovize Rally	Dana E. Jones, Erie Manufacturers' Association Edward W. Jacobs
3/26	Williamsport, Community Trade Assn.	William A. Hemphill

DATE	CITY AND OCCASION	SPEAKER (S)
3/27	Easton, Federation of Women's Clubs	Mrs. J. Hector McNeal
3/27	Erie, County Renovize Committee Meeting	Edward N. Jacobs
3/27	Harrisburg, Special Conference, Unemployment and Retraining	Dr. Francis B. Haas, Supt., Public Instruction Walter D. Fuller William A. Hemphill Robert E. Woodside, Jr. Raymond T. Bowman Honorable Lewis G. Hines
4/ 9	Columbia, Rotary Club	Edward N. Jacobs
4/10	Meadville, County Renovize Rally	William A. Hemphill
4/10	Oil City, Renovize Campaign Rally	William A. Hemphill
4/11	Erie, Renovize Campaign Rally	William A. Hemphill
4/12	Harrisburg, Central Penna. Paint & Allied Salesmen's Association	Edward N. Jacobs
4/16	Harrisburg, Penna. Assn. of Milk Dealers	William A. Hemphill
4/26	McKeesport, Renovize Rally	T. Winston McConkey
5/ 4	Harrisburg, Penna. Chapter, International Assn. of Public Employment Services	William A. Hemphill

The meetings listed above represent only those for which the headquarters Speakers' Bureau supplied the speakers. There were innumerable local meetings in the counties which were organized and conducted on a completely local basis. As an example, one of the methods followed to promote the Renovize Campaign in Luzerne County was to have two-minute speeches delivered between programs at all the local theatres.

It was found that the most successful meetings were those organized as county or community rallies, to which all the service clubs, commercial associations, women's clubs and civic organizations were invited. This type of meeting encouraged a large attendance,

secured most favorable notice in the press, reached the greatest audience of civic-minded persons, and justified sending an important speaker to the meeting.

Most of the requests for speakers were for a representative from headquarters, or as an alternative, a speaker from without the county who was not too well-known to local citizens.

These requests presented a problem in many instances, particularly when they came from communities somewhat remote from metropolitan areas, and many volunteer speakers declined assignments of this nature because of the traveling expense and loss of time from business involved in speaking at such meetings.

Another problem involved in furnishing speakers for special meetings was the specification most committees established, i.e., that the speaker be prepared to discuss detailed procedure and the experience of other committees in the Campaign. Most of the speakers listed with the Speakers' Bureau were prepared to talk about the Campaign in an inspirational vein, or to point out the need for a successful Campaign, but were not intimately informed about the detailed operating procedure.

This problem was usually met by having the volunteer speaker "key note" the meeting, giving the purpose and objectives of the Campaign, and have the Field Representative or a member of the headquarters staff discuss the detailed operation of the plan, usually in a round table discussion.

A small headquarters staff of special representatives, thoroughly informed about the Campaign in every county, and available to attend these special meetings, could have been of great assistance.

ADVERTISING MATERIAL

In addition to the use of the media previously mentioned for the promotion of the Job Mobilization and Renovize Campaigns, special printed material, comprising pamphlets, signs and posters was prepared and distributed. Separate sets of material were prepared for the Job Mobilization Campaign and the Renovize Campaign.

Distribution of this material was made basically through the County Committees whose allotment was calculated on the basis of population. County Committees apportioned the allotment of each county's material to the Local Committees. The County Committees also assumed the responsibility for seeing that the material was displayed to best advantage. The Field Representatives assisted the County and Local Committees in these activities.

In addition to the distribution of material through the County Committee, numerous trade associations, utilities, and individual business houses assumed responsibility for the distribution and display of much of the material.

The Al Paul Lefton Company, Inc., a Philadelphia advertising agency, submitted a series of suggested designs for an insignia or symbol to be the trade-mark of the Campaign. From the designs submitted, selection was made of the uniform insignia used throughout both the Job Mobilization and Renovize Campaigns. The color combination of red, white and blue was selected because of easy visibility, natural color blending, and the carrying out of the patriotic motif. A factory whistle in blast appeared on all printed advertising material to signify the objectives, and each piece carried the slogan "Cooperate with Job Mobilization Program."

A description of the types of advertising material used, together with the quantity ordered follows. A supplementary record tabulates the distribution of the material.

Job Mobilization Literature

"Are You Ready" Pamphlets (See Page 211).

For the purpose of telling the public the purposes and the methods of operation of the Job Mobilization Campaign, 1,000,000 copies of a small 16-page pamphlet were printed under the title "Are You Ready to Meet This Triple Crisis?"

This pamphlet presented, in question and answer form, a brief story of the need for the Campaign, the method in which it had been organized, the activities it had undertaken, and listed the names of the State Vice-Chairmen, State Advisory Council, Chairmen of special state-wide committees, and the Chairmen of Men's and Women's County Committees.

The major distribution of this pamphlet was secured through the County Committees, as listed in the tabulation following Page

Dash Signs, 21" x 27" (See Page 211).

Some 10,000 signs, bearing the Campaign insignia and slogan, were produced in the 21" x 27" size to fit the dash boards of street cars and busses, poster spaces in subway and elevated railway stations, and at the same time could be used for window display and poster use on delivery trucks, etc.

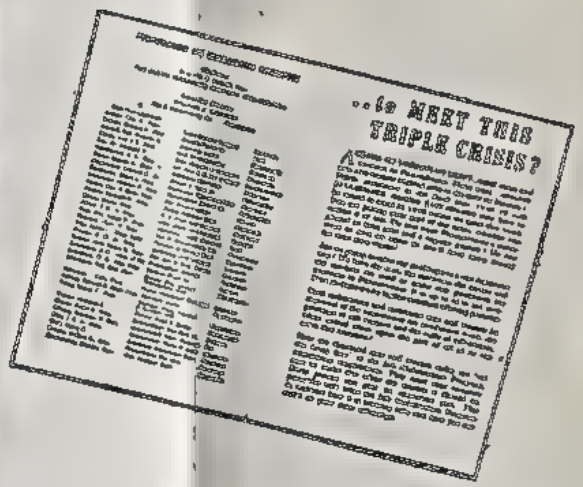
Distribution of these signs was made through the County Committees, as described in the tabulation.

Car Cards, 21" x 11" (See Page 211).

Approximately 20,000 cards were produced in this size in the standard Campaign design, to be placed in the car card advertising

SPECIMENS OF PLACARDS AND LITERATURE USED FOR

JOB MOBILIZATION PROGRAM



spaces inside street cars, busses, and suburban railway trains. In addition, this size card lent itself to use in store windows, etc., in completing special advertising displays. A table on the distribution of these signs through County Committees will be found in the tabulation.

Window Cards, 10½" x 15½" (See Page 211)

The standard Campaign poster was reproduced in the 10½" x 15½" size, and some 30,000 printed on cardboard stock. The purpose of this size poster was for use in smaller windows and on display spaces of light trucks for which the 21" x 27" poster was too large. County distribution of these posters is listed in the tabulation.

Gummed Paper Window Signs, 10½" x 15½" (See Page 211)

In addition to the cardboard window signs described above, 50,000 of the same design were reproduced on paper stock, half of them gummed in front and the other half in back. The purpose of these signs was for display in the windows of homes and places of business in the same manner as Red Cross, Charity Drive and similar insignia is displayed.

Distribution of this material was through the counties in accordance with the tabulation.

Job Mobilization Stamps (See Page 175)

For use in the manner of Christmas Seals, small stamps (75,000) bearing the Job Mobilization design were produced and distributed through the counties, trade associations, etc., in accordance with the tabulation.

Certificates of Appointment (See Page 18)

In order that the men and women who served on County and Local Committees would have some memento of their service, 10,000

"Certificates of Appointment" were printed, and each committee man and woman received one signed by the Chairman and the Executive Director.

Lapel Pins (See Page 175).

Lapel pins, 10,000 in number, die stamped to the outline of Pennsylvania and bearing the Job Mobilization design, were distributed to all committee men and women to identify them in their solicitation work in behalf of the Campaign.

Street Banners (20' x 8') (See Page 175).

150 of the 24-sheet posters prepared for billboard use were mounted on linen and eyeletted so that they could be strung up as street banners, hung in railway stations and similar places where people congregate, and also hung in banquet halls or auditoriums where Job Mobilization meetings and rallies were held. Distribution of these banners was through the counties in accordance with the tabulation.

RENOVIZE LITERATURE

Literature prepared for the promotion of the Renovize Campaign retained the style of the Job Mobilization material. The standard color scheme, the factory whistle and other distinguishing characteristics of Job Mobilization literature were retained; the only change was a modification of copy to feature the "Renovize" theme.

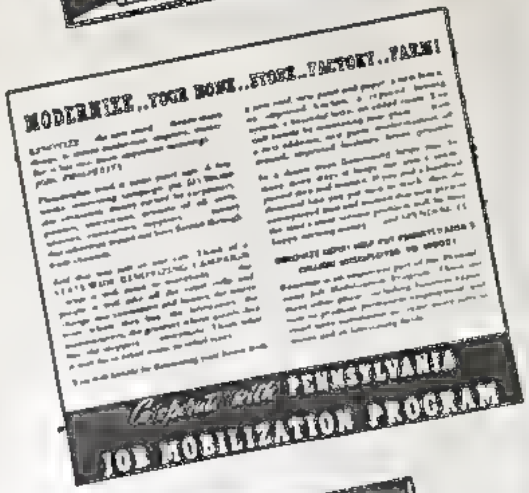
The special literature and advertising material prepared for the Renovize Campaign was as follows:

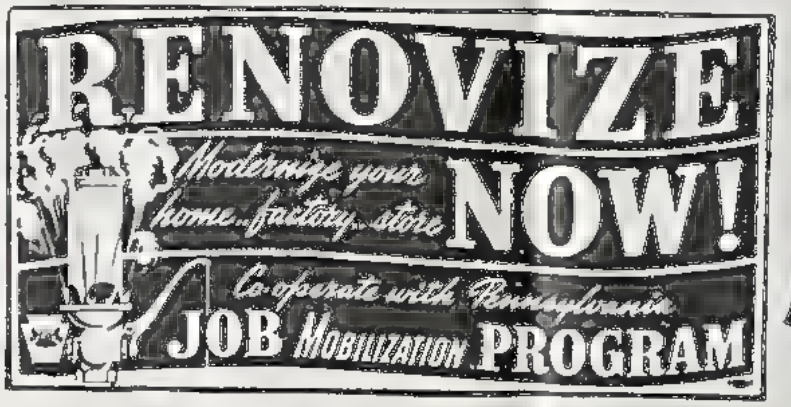
Renovize Folder (See Page 214)

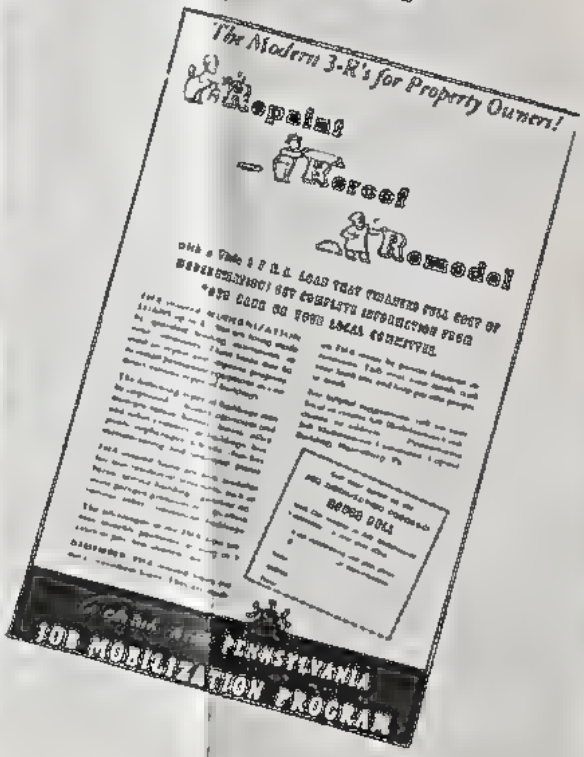
Some 2,450,000 advertising folders, under the title "Renovize - The New Word for More Jobs" were printed and distributed

SPECIMENS OF PLACARDS AND LITERATURE USED FOR

RENOVIZE CAMPAIGN







in accordance with the tabulation, for the promotion of the Renovize Campaign. The copy in the folder urged the public to "Repair - Reroof - Remodel", and pointed out how financing for this type of work could be secured through the medium of F.H.A. guaranteed modernization loans. The size of the folder was such that it could be easily inserted in the envelopes carrying bills for utility services, department store bills, etc. Many of the utilities, stores, trade associations cooperated in this fashion.

Major distribution was through the counties, as shown on the tabulation. In the counties themselves, great assistance was given in door to door distribution by the Boy Scouts in many communities.

Dash Cards 21" x 17" (See Page 214)

10,000 dash cards, the same as the Job Mobilization cards, with change of copy to feature "Renovize" theme.

Car Cards 11" x 11" (See Page 214)

20,000 car cards, the same as Job Mobilization car cards, with change of copy to feature "Renovize" theme.

Window Cards 10½" x 14½" (See Page 214)

20,000, same as window cards for Job Mobilization Campaign, with copy change to "Renovize".

Gummed Paper Window Signs 10½" x 13½" (See Page 214)

20,000 distributed, same as Job Mobilization signs, copy change to feature "Renovize."

MISCELLANEOUS PUBLICITY ACTIVITIES

Favorable comment on the Job Mobilization Campaign was received in two magazines of national circulation, namely, [illegible] and FORBES MAGAZINE. Special articles were prepared and printed in the

DISTRIBUTION OF JOB AND INFORMATION [illegible] to Counties

COUNTIES	Job Publication: Per No. [illegible] Pamphlet	Job Publication: Per Service Pamphlet	Job Publication: Post Cards 4½ x 6	Job Publication: Car Cards 21 x 11	Job Publication: Window Cards 10½ x 13	Job Publication: Framed Signs [illegible] x 13	Service: Post Cards 4½ x 6	Service: Car Cards 21 x 11	Service: Window Cards 1[illegible] x 13	Service: Framed Signs 10½ x 13
Adams,	4,500	7,500	45	90	135	[illegible]	45	90	135	[illegible]
Allegheny,	182,000	364,000	1,360	2,720	4,[illegible]	6,3[illegible]	1,[illegible]	2,720	3,[illegible]	6,3[illegible]
Armstrong,	7,[illegible]	14,[illegible]	45	90	135	[illegible]	45	90	135	[illegible]
Beaver,	14,500	29,000	[illegible]	180	270	450	[illegible]	180	270	[illegible]
Bedford,	3,[illegible]	6,[illegible]	45	90	1[illegible]	[illegible]	[illegible]	90	135	[illegible]
Berks,	21,[illegible]	43,[illegible]	180	360	540	[illegible]	180	[illegible]	540	[illegible]
Blair,	13,[illegible]	[illegible]	135	270	405	[illegible]	135	270	405	675
Bradford,	4,[illegible]	[illegible]	[illegible]	108	[illegible]	[illegible]	54	108	[illegible]	[illegible]
Bucks,	[illegible]	1,[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	450
Butler	[illegible]	1[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	270	[illegible]
Cambria,	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Cameron,	[illegible]	1,[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	135	[illegible]
Carbon,	[illegible]	11,[illegible]	[illegible]	[illegible]	135	[illegible]	[illegible]	[illegible]	135	[illegible]
Centre,	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	135	[illegible]
Chester,	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	405	[illegible]
Clarion,	[illegible]	[illegible]	[illegible]	90	135	[illegible]	[illegible]	[illegible]	135	[illegible]
Clearfield,	[illegible]	1[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	270	450
Clinton,	[illegible]	[illegible]	[illegible]	[illegible]	162	[illegible]	[illegible]	108	162	270
Columbia,	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	90	135	[illegible]
Crawford,	[illegible]	1[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	270	450
Cumberland,	[illegible]	13,[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	270	[illegible]
Dauphin,	18,[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	540	[illegible]
Delaware,	[illegible]	[illegible]	135	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	405	[illegible]
Elk,	[illegible]	[illegible]	45	90	135	[illegible]	[illegible]	90	135	[illegible]
Erie,	1[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	1,[illegible]	[illegible]	[illegible]	[illegible]	1,[illegible]
Fayette,	[illegible]	[illegible]	[illegible]	[illegible]	540	[illegible]	[illegible]	[illegible]	[illegible]	900
Forest,	[illegible]	1,[illegible]	[illegible]	90	[illegible]	[illegible]	45	90	135	[illegible]
Franklin,	[illegible]	1[illegible]	[illegible]	[illegible]	[illegible]	440	[illegible]	135	203	340
Fulton,	1,000	[illegible]	[illegible]	[illegible]	[illegible]	115	[illegible]	45	68	115
Greene,	[illegible]	5,[illegible]	[illegible]	90	[illegible]	[illegible]	45	90	135	[illegible]
Huntingdon,	[illegible]	6,[illegible]	[illegible]	[illegible]	[illegible]	115	[illegible]	[illegible]	68	115
Indiana,	[illegible]	13,[illegible]	[illegible]	90	[illegible]	[illegible]	[illegible]	90	135	[illegible]
Jefferson,	4,900	9,800	[illegible]	90	[illegible]	[illegible]	[illegible]	90	135	[illegible]
Juniata,	1,[illegible]	2,600	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	68	115
Lackawanna,	[illegible]	[illegible]	315	630	945	1,[illegible]	315	630	945	1,[illegible]
Lancaster,	19,700	39,400	135	270	405	[illegible]	[illegible]	[illegible]	405	[illegible]
Lawrence,	[illegible]	17,400	135	270	405	675	[illegible]	270	405	675
Lebanon,	[illegible]	12,[illegible]	45	90	[illegible]	[illegible]	[illegible]	90	135	[illegible]
Lehigh,	[illegible]	[illegible]	[illegible]	360	[illegible]	[illegible]	[illegible]	[illegible]	540	[illegible]
Luzerne,	[illegible]	[illegible]	[illegible]	1,170	1,[illegible]	[illegible]	[illegible]	1,[illegible]	1,[illegible]	[illegible]
Lycoming,	[illegible],700	17,400	90	[illegible]	270	450	90	[illegible]	270	[illegible]
McKean,	[illegible],500	11,000	[illegible]	[illegible]	135	[illegible]	[illegible]	[illegible]	135	[illegible]
Mercer,	9,[illegible]	13,[illegible]	90	180	270	450	90	180	270	[illegible]
Mifflin,	[illegible]	[illegible]	45	90	135	[illegible]	45	90	135	[illegible]
Monroe,	[illegible]	5,[illegible]	[illegible]	90	135	[illegible]	45	90	135	[illegible]
Montgomery,	[illegible]	50,[illegible]	[illegible]	[illegible]	[illegible]	900	[illegible]	[illegible]	540	[illegible]
Montour,	1,[illegible]	2,[illegible]	45	90	135	[illegible]	[illegible]	90	135	[illegible]
Northampton,	[illegible]	30,[illegible]	270	540	810	1,350	270	540	810	1,350
Northumberland,	11,700	23,400	90	[illegible]	270	450	90	180	270	450
Perry,	[illegible]	4,000	45	90	135	[illegible]	45	90	135	[illegible]
Philadelphia,	[illegible]	400,000	1,260	2,520	3,780	6,300	1,260	2,520	3,780	6,300
Pike,	[illegible]	1,[illegible]	45	90	135	[illegible]	45	90	135	[illegible]
Potter,	1,700	3,400	54	108	162	270	54	108	162	270
Schuylkill,	1,[illegible]	42,400	135	270	405	675	135	270	405	675
Sayder,	1,700	3,400	45	90	135	[illegible]	45	90	135	[illegible]
Somerset,	[illegible]	14,[illegible]	45	90	135	[illegible]	45	90	135	[illegible]
Sullivan,	[illegible]	1,[illegible]	54	108	162	270	54	108	162	270
Susquehanna,	3,100	6,200	45	90	135	[illegible]	45	90	135	[illegible]
Tioga,	3,100	6,200	54	108	162	270	54	108	162	270
Union,	1,[illegible]	3,[illegible]	45	90	135	[illegible]	45	90	135	[illegible]
Venango,	5,[illegible]	10,[illegible]	135	270	405	675	135	270	405	675
Warren,	4,000	8,000	45	90	135	[illegible]	45	90	135	[illegible]
Washington,	19,100	38,200	180	360	540	900	180	360	540	900
Wayne,	2,800	5,600	45	90	135	[illegible]	45	90	135	[illegible]
Westmoreland,	27,700	55,400	360	720	1,080	1,800	360	720	1,080	1,800
Wyoming,	[illegible]	1,[illegible]	45	90	135	[illegible]	45	90	135	[illegible]
York,	16,700	33,400	135	270	405	675	135	270	405	675
Totals:— TOTAL	938,200	1876,400	8,967	17,730	26,697	44,735	8,967	17,730	26,697	44,735
STOCK *	61,800	573,600	1,133	2,270	3,403	5,665	1,133	2,270	3,403	5,665
TOTAL ORDER	1000,000	2450,000	10,000	20,000	30,000	50,000	10,000	20,000	30,000	50,000

* Distributed on repeat orders and through trade associations, etc.

magazine STATE GOVERNMENT, published by the Council of State Governments in Chicago and having a national circulation among State Government officials.

Requests were received and special articles prepared for trade and commercial periodicals, such as the PENNSYLVANIA PACKER, published by the Canners' Association; THE NORTHEASTER, published by the Northeast Philadelphia Chamber of Commerce; THE PENNSYLVANIA BAKER, published by the Pennsylvania Bakers' Association; the Pennsylvania Milk Dealers ASSOCIATION BULLETIN; The Pennsylvania Coal Merchants Association HERALD, and many others of like nature. Through the activities of the Committee on Trade Association Cooperation, special letters, bulletins and like messages were sent to their memberships by practically all the trade association secretaries.

In the literature prepared for consumer distribution, in house organs and other methods of reaching the public, utilities and large industrial establishments gave space to the Campaign and urged cooperation.

For the promotion of the Renovize Campaign, the Pennsylvania Power and Light Company so lighted the windows of their large office buildings in many cities at night that they formed the design of a huge "R". Special displays in the show-windows of department stores, in railway stations, bus terminals and other places where people gather in large numbers were common throughout the State.

Local adaptations of material issued by headquarters were frequent. As an illustration, a special sticker bearing the words "We are cooperating with the Renovize Campaign" was printed and issued to each home or business house which pledged Renovizing work, by the Luzerne County Committee. Since practically every home and business

house was covered by personal canvass in this county, this sticker displayed in the window identified the occupant of the building as a civic-minded, progressive person, and contributed much to the favorable psychology which made the Campaign a success.

In summary, the publicity and advertising campaign prepared and initiated at headquarters, and modified and applied to suit local needs by County and Local Committees and publicity representatives, combined to carry out the purpose of keeping the Campaign focused upon the attention of the public, and generating and sustaining enthusiasm for the job to be done.

ACCOMPLISHMENTS

ACCOMPLISHMENTS

ACCOMPLISHMENTS

It is extremely difficult, if not actually impossible, to measure fully the accomplishments of far-flung and broad campaigns such as were conducted under the Job Mobilization Program. At no time during the Program did the Chairman or the headquarters staff contemplate or even endeavor to measure its complete results. The authority on which the accomplishments are discussed is based on the reports of Local, County, and State Committees, personal contacts, correspondence with citizens over the State, and statistical records compiled from job placement, Renovize, and retraining reports submitted by County and Local Committees.

An injustice would be done to the thousands of men and women who were appointed on committees, and who were interested in the Program even though tangible results were not submitted by them, were it not stated that the accomplishments hereinafter listed are only a small measure of the real benefits derived for the Commonwealth and its people.

Approximately ten thousand citizens of the Commonwealth, the major industries and businesses of the State, the large majority of newspapers, religious institutions, educational institutions and civic organizations of the State, together with the State Government, united in a joint non-partisan Campaign -- and conducted that Campaign in a non-partisan manner -- to relieve unemployment and relief within the Commonwealth. This fact is in itself a major accomplishment, unprecedented during any peacetime period in the history of this Commonwealth.

The Job Mobilization Program certainly had the broad general effect of arousing the people of Pennsylvania to the vital necessity of thinking and acting to meet the triple problems that face us, namely, unemployment, relief, and taxation. Perhaps the most important result was the

new spirit of confidence, hope, and courage that was generated by the Program among the people of Pennsylvania. Certainly the tangible accomplishments flowed from the fountain-head of that spirit. A change in the psychology of the people in the State has been particularly evidenced by a changed attitude from looking at everything in terms of unemployment to terms now of employment and constructive activity. Although the Program has been closed, major objectives will be carried forward by the various County Boards of Assistance, who have been instructed to appoint County and Local Committees under the Van Allsburg Act to attack the unemployment, relief, and vocational retraining problems locally.

The aroused interest in the relief and taxation problems by citizens of all walks of life in this Commonwealth augurs well for the future, and is evidence that Pennsylvanians -- so long complacent in accepting these problems as unsolvable -- have at last had the courage to come to grips with the very problems that have been plaguing the Commonwealth for the last ten years.

Since the Job Mobilization Program evolved into three major Campaigns having the same general objectives, the accomplishments of each Campaign will be presented separately: Job Mobilization Campaign, Renovize Campaign, and Occupational Training and Retraining.

JOB MOBILIZATION CAMPAIGN

Through the medium of this Campaign, 10,000 committee members and many more thousands of citizens of the State were fully informed as to the various relief, unemployment, and taxation problems of the State and counties, as well as the various local communities. They were brought face to face with these problems and impressed with the vital necessity of assuming local responsibility for their solution.

Although the Campaign was formally opened November 15, 1939, the Local Committee organization was not substantially completed until December 15, 1939, after which time there occurred a very sharp recession in business throughout the State which continued until about the middle of March, 1940. In the face of this recession, where the tendency on the part of business and industry was sharply to decrease employment in keeping with the decrease in business, the Committees enthusiastically carried on the objectives of the Campaign. It is obvious from the wholehearted cooperation with which the Campaign was met on every hand that the people accepted their responsibilities seriously. There is every reason to believe that the people will continue to carry their responsibility by doing all they can individually and collectively to solve the relief problem through constructive thinking and action in the future.

Active interest was aroused in the total cost of relief in the counties and the State. The astoundingly high ratio of the cost of General Assistance to the costs of other departmental functions and benefits of the State Government, created a consciousness and resentment of the tax burden among the citizens. This was evidenced by repeated reports from committees in many counties that the relief administration was too lenient; that habitual loafers, bums and the scum of society were always to be found on the relief rolls and were protected and pampered through the insistance of wage standards for their employment far above their ability to produce; that the staff members of some County Public Assistance offices were allegedly motivated more in the preservation of their positions than in the rigid and efficient investigation of the eligibility of relief applicants; that prompt

investigation and action was not taken by County Relief Boards in handling job refusals under the Pierson Act; that County Boards and or their staff were more interested in insisting on "a job being suited to a relief recipient" than a "relief recipient being suited to a job."

In Allegheny County a movement was started by the Chairmen of the County Committee among a number of prominent business men to study the negro problem and open avenues of employment which have been closed since the beginning of the depression. This movement will continue and has promise of producing some very tangible results in the near future.

State Committees

Under the impetus of the Campaign, State Committees submitted reports that industry was going ahead with approximately $70,000,000 worth of construction and delayed plant maintenance, the large part of which would not have been started until 1941 or later had it not been for the desire to cooperate with the Campaign. A summary of the amounts reported by industries is submitted in the following tabulation:

Utility Industry	(Additional Construction)	$ 27,000,000
Steel Industry		Not Included
Coal Industry	(Anthracite and Bituminous)	None
Petroleum Industry	(New Construction)	10,000,000
Cement Industry	(Additional Construction)	4,000,000
Telephone Companies	(New Construction)	24,000,000
Manufacturing Industry	(Maintenance Construction)	2,750,000
Milk Industry	(Maintenance Construction)	72,500
Total		$ 67,822,500

Several of the State Committees were unable to report the amounts of construction and maintenance work which would be done, due to the inability of companies to determine the costs

involved until studies and plans had been completed, but substantial expansion programs were contemplated. Conservative estimates indicate that $100,000,000 in new construction and maintenance work has been stimulated in the Commonwealth for the year 1940.

The effective contribution of a large part of this construction work in employment created was not felt during the Campaign but will, during the course of the year, give employment to many people, not only in the actual construction field, but in the plants that manufacture the materials and equipment involved.

Abstracts from several State Committee reports are submitted as an evidence of their accomplishments in the Campaign:

Development of Pennsylvania Industry Committee

Utility Sub-Committee

"The final result for Job Mobilization work is an increased expenditure in the year 1940 by the service utilities of approximately $27,000,000, which should provide employment in the Utility Industry for an average of approximately 8,700 more people in 1940 than were employed by the industry in 1939. These figures are net increases over comparable figures for the year 1939 and are not simply an increase in the rate at which activities were carried on since November 15, 1939, the date when the Job Mobilization Program started. It should be noted that the figures on increased employment for 1940 do not include employment in other industries supplying equipment and material, and in many cases, erecting and testing the new equipment, even though the major part of this equipment and material is being produced in Pennsylvania and 74% of the total expenditures will be spent entirely within the State. Neither do these figures represent the resulting increase in employment due to additional wiring, appliances, equipment, etc., which will be required as the result of the proposed increase in sales activities assisting our customers profitably to increase their use of our services. All of the work planned is progressing and most of the equipment and materials have been ordered from manufacturers. It is believed that the peak of this work and maximum employment will occur about September 1, 1940. The outside work on the service utility properties, which is a large portion of the expenditures, was delayed to a great extent, even more than normally,

by unseasonable weather, but is now rapidly getting under way. This part of the program will, of course, pick up more unskilled people and have the most effect on relief. By July 1st, the entire program should be in full swing."

Two large utilities in the State which were contemplating building two power plants in 1941-1942 set ahead their construction schedules to build the plants in 1940-1941.

Telephone Company, Sub-Committee of Utilities Sub-Committee

The president of one large telephone company reported:

"During the year 1939 we have had a construction program of $18,000,000. We have finished that program and will have a construction program for 1940 totalling $24,000,000, or an increase of 33 1/3%. We expect to add a net increase of employees for the year 1940 of 600 or more."

Steel Industry Sub-Committee

"The steel industry is contemplating an expenditure of about $146,000,000 for 1940, of which $65,700,000 will be spent in Pennsylvania. During the recession in the steel industry from the middle of December to the latter part of March, operations were staggered as much as possible to prevent large lay-offs and the time of lay-offs was limited to not exceed the period of payments of Unemployment Compensation."

Petroleum Industry Sub-Committee

"As its contribution to the Campaign, one of the companies reported new construction undertakings to the value of more than $10,000,000 and other companies engaged in new work for additional and substantial amounts. The various companies also endeavored to do everything possible in the way of expediting their programs for Renovizing. It is impossible to state in definite figures how much employment was created by reason of the activities of the Sub-Committee, but it is known that many hundreds of job opportunities were reported to the several counties and indirectly a great many opportunities for work were created."

Anthracite Coal Sub-Committee

No new construction was reported. An additional employment of 1,975 men was reported as of March 4th, many of whom were taken from the relief rolls. Several new operations were started.

Bituminous Coal Sub-Committee

The Sub-Committee contacted 156 of the large bituminous operators in the State, and reported no construction work or increased employment was contemplated. A total of 495 were reported as having been kept on private payrolls. These men would have been laid off except for the pledges made by the mine operators on the Sub-Committee that they would be held on. The Sub-Committee reported unsettled conditions in industry as a result of the new price fixing scheme under the Guffey Act, which prevents operators from launching expansion or construction programs.

Railroad Sub-Committee

The Railroad Sub-Committee, representing the sixteen railroads and Express Companies in Pennsylvania, reported the employment of 5,668 new employees and the return of 701 furloughed employees, or a total increase in employment of 4,389 for the period of November 15, 1939 to April 30, 1940. They report an estimated additional increase of about 3,000 maintenance men will be employed within the next few months. No new construction work reported.

Other State-wide Committees

Religious Committee

"Letters were forwarded to the officers and leaders of the various religious groups within the State, defining the general objectives of the Committee and urging that the machinery of their several groups be put into operation as rapidly and as completely as possible in the task of informing, stimulating, and enlisting all who could be helpful in preparing the people of the Commonwealth to receive intelligently and sympathetically the efforts of the various agencies of the Job Mobilization Committee.

"The response was immediate and general. Ministers and lay members of religious organizations through the media of sermons, articles in the religious press, and personal counsel, spread the word throughout the State. While the nature of the assignment of the Committee is not such as to permit of a statistical summation of results, reports reaching the Chairman indicate that the activities of our religious people represent a most significant and valuable contribution to the success with which the Campaign has been carried forward."

Educational Cooperation Committee

As a result of the activities of this Committee and through a Sub-Committee on School and College Placement, there was organized a permanent "Pennsylvania Association of School and College Placement" in which educational institutions,

Educational Cooperation Committee (Continued)

business and industry will join in meeting virtually every phase of the unemployment problem as it affects graduates of secondary schools and colleges.

Dr. C. E. Clewell, Director of Placement, University of Pennsylvania, has been appointed as the first president of the organization. It is intended that eventually the Association will include in its membership the personnel, guidance, and placement officers of all schools and colleges in Pennsylvania, together with personnel and placement officers of the business and industrial firms, and all others interested in activities relating to the objectives of the Association.

First among the objectives is the improvement of the techniques of school and college placement, and the promotion of a greater degree of cooperation in placement work not only between the schools and colleges but between those institutions and business and industry.

The Association will attempt to deal with the many allied phases of the problems connected with the placement of youth, as well as the replacement of more experienced school and college graduates in Pennsylvania. Likewise it will study and attempt to correlate the fundamental aspects of student personnel, educational counseling, and occupational orientation within the schools and colleges of the State, and to make a study of the problems of guidance on the pre-college level in its effect upon the selection of college courses and their relationship or possible effect upon curriculum planning.

An effort will be made to promote lectures and discussions along vocational lines in schools and colleges; to work, with the help of business and industrial firms, toward standardization of the methods in the recruiting of seniors for after-college employment; and to study and promote summer employment for college students.

A quarterly journal relating to personnel, guidance, and placement will be published; the entire problem of the placement of youth as they graduate or leave the public schools of the State will be considered; career implications of student employment in the part-time work programs of school and college youth will be studied.

The Association will endeavor to promote all such useful and helpful efforts now in progress, and to try systematically to unify and coordinate them to bring about a trend toward the most effective results.

Through the Chairman of the Sub-Committee on Public Schools there was organized and conducted a Junior Job Mobilization Campaign for the placement of drop-out students and high school graduates in Philadelphia.

Retail Cooperation Committee

"The Committee on Retail Cooperation contacted all of the various retail interests throughout Pennsylvania and received encouraging responses indicating complete approval of the objectives of the Job Mobilization Program and of the functions of their Committee. A number of special sales campaigns were started in various parts of the State, and distribution of literature was made through the various retail stores and associations cooperating with this Committee.

"In a movement of this kind it is extremely difficult to measure the exact results, but if the performance of the large department stores in Pittsburgh can be used as a measuring stick, there can be no doubt that the effort among the Pennsylvania retailers was most fruitful.

"A survey has been made of the results of the efforts of this Committee to increase employment in the five largest department stores in Pittsburgh: Kaufmann's, Joseph Horne Company, Gimbel Brothers, Frank & Seder, and Rosenbaum's. This survey indicates that from November 15, 1939 to April 1, 1940 a total of 561 new employees were added by these establishments. A breakdown of this figure by classifications is as follows:

Sales	278
Clerical	71
Service	142
Production	53
All Other	17
Total	561

"According to statistics compiled by the Bureau of Business Research of the University of Pittsburgh, these five stores do approximately 15 per cent of the total retail volume in Pittsburgh. It would be safe to assume, in our opinion, that the other 85 per cent of the retail interests in the city whose actual figures are hard to secure, put on new employees in about the same proportion. The same relative proportion should apply throughout the State."

Trade Associations Cooperating Committee

This Committee made a survey in answer to which 62 firms reported that expenditures of $2,750,000 were to be made for maintenance and minor improvements during the first quarter of 1940.

Special Contributions to New Industries and Employment

A number of County Committees reported outstanding instances where, through the efforts of the County and Local Committees, mines and

factories had been reopened, new industries started, and seasonal shut-downs curtailed. Some of these instances are:

Carbon County - The County Committee assisted in completing negotiations for expansion of the Summit Hill Garment Factory, employing a number of additional operators.

Indiana County - The County Committee succeeded in having the Rochester and Pittsburgh Coal Company keep their mine in operation even though they would not have sufficient orders on hand profitably to do so, and maintain their payroll intact during the month of December.

Jefferson County - The County Committee, in cooperation with the Reynoldsville Chamber of Commerce, was able to promote a new industry employing 30 people.

Lackawanna County - The County Committee assisted the Litpro Tile Company at Moscow (near Scranton) to obtain new capital for an expansion program, which upon completion, will give increased employment.

The County Committee, with the assistance of headquarters and the Department of Labor and Industry, succeeded in straightening out a labor difficulty for the Barrett Coal Company at Jessup, in which the mining operation was reopened and employment given to 35 men who had been on relief. Operation promises to add 15 additional men, all of whom have been receiving Public Assistance.

Lancaster County - The County Committee succeeded in establishing a plant of the Lancaster County Cannery Company at Lititz, employing 300 persons.

Luzerne County - Succeeded in having the Freeland Dress Company open a mill in Freeland, employing 70 persons.

Northumberland County. - The Bibermen Dress Factory, Sunbury, expanded its plant facilities, and will employ from 100 to 150 operators.

Negotiations started at Sunbury to locate a shirt factory industry in the Sunbury Industrial Buildings, Inc. plant. If successful, between 500 and 700 operators will be employed.

Through the efforts of the County Committee, the Arlington Hosiery Mills was located in Sunbury, resulting in 30 persons obtaining work.

Through the efforts of the Local Committee, negotiations with the management of Cameron and Colonial Collieries, of the Susquehanna Collieries Company, resulted in the reopening of these collieries, giving employment to 1,800 men.

Northumberland County (Continued)

The Local Committee was successful in having the Manager of the Watsontown Furniture Company at Watsontown agree to reduce its seasonal shut-down period from three months to six weeks, which affected 150 employees.

The County Committee succeeded in establishing the Mt. Carmel Garment Company at Mt. Carmel, employing 70 people, and the North Line Coal Company at Shamokin, employing 15 persons.

Schuylkill County - The County Committee reported that they had been instrumental in securing another firm to take over the H. D. Bobb Factory Building, and the employing of 500 persons. The Committee was also instrumental in establishing the following new industries:

G. & M. Sportswear Company, Brockton, 50 employees.
Silvercreek Dress Company, Silvercreek, 75 persons.
Perfect Made Dress Company, McAdoo, 44 persons.
Frackville Manufacturing Company, Frackville, 75 persons.

Susquehanna County - The County Committee assisted in making arrangements to work a new peat bog recently discovered, and helped promote operation of a stone quarry on the outskirts of Montrose.

The County Committee succeeded in locating the Easton Maid Dress Company in Forest City, employing 70 persons.

Washington County - Through the efforts of the County Committee, The American Zinc Company gave work to 40 additional men for 5 months. The company reported it made a profit of only $.13 a day on the 40 men's work, but kept them on the payroll rather than force them on relief.

Summary of County Committee Reports on Business Cooperation

From reports received from County Committees, the following summary of the cooperation of general business and industry is presented as one of the major accomplishments which not only shifted people from the relief and unemployment rolls into private employment, but prevented many people from going from payrolls to relief rolls:

1. Many firms inaugurated various types of sales, maintenance and production schedules in order to give employment to people immediately rather than at some future date.

2. Numerous companies found it possible, even in the face of a business recession and a normal seasonal decline, to avoid wholesale lay-offs of employees by the spreading of work and employment.

3. A number of both small and large firms undertook expansion programs requiring additional help.

Individual Services Established

Numerous instances were reported by County and Local Committees of having encouraged and assisted individuals in asserting themselves to establish small businesses in which opportunities existed in their localities, such as: a "Fixit" store where miscellaneous repairs could be done by a handy man; window cleaning service; housecleaning service; delivery service; Employees Compensation tax reporting service; miscellaneous carpentry, masonry, and painting services.

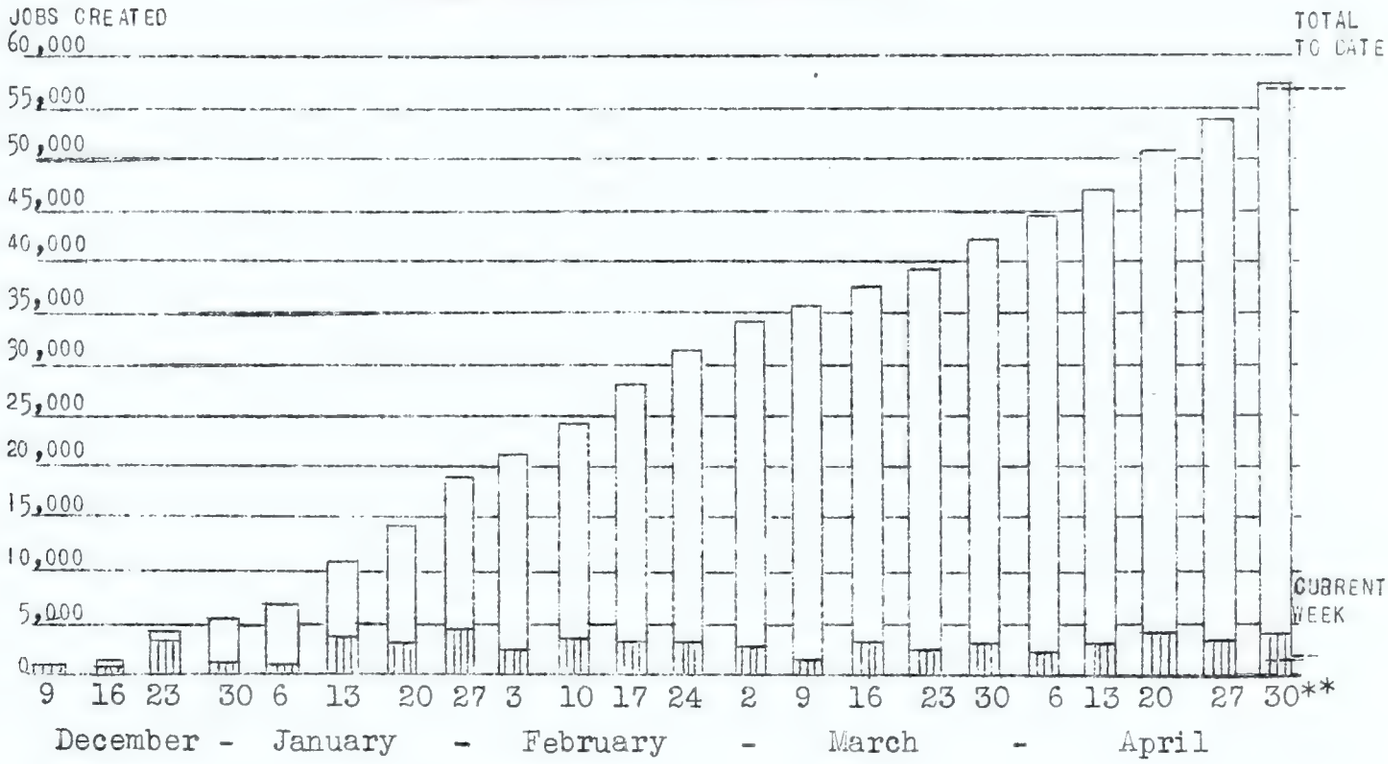
Unquestionably there were many other specific beneficial results of the Campaign in communities throughout the State, which were not reported, but which enabled individuals to assert their self-reliance and initiative to a degree that they might become self-sustaining citizens with a hopeful outlook for the future.

Summary Statistical Report of Job Accomplishments

The following tabulations show the measured results of the Job Mobilization Campaign.

ACCOMPLISHMENTS OF THE JOB MOBILIZATION CAMPAIGN - SUMMARY STATISTICAL REPORT

ADDITIONAL JOBS CREATED, BY WEEK OF REPORT AND CUMULATIVE TO EACH DATE



A. ADDITIONAL JOBS CREATED

Reports received from the local Job Mobilization Committees from the beginning of the Campaign on November 15, 1939 to the end of the Campaign on April 30, 1940, show that 57,110 additional jobs* have been created. Philadelphia led all other counties by reporting 9,264 of these new job openings followed by Allegheny (7,758, Erie (5,590), Luzerne (4,676) and Blair (3,149).

In ~~Chart~~ Table I all counties have been placed on a common base for pur-

*Statistics on "additional jobs created" do not represent net increases in employment. They are tabulated from Part I of the Placement Report Form (See Exhibit) and represent statements of employers that, "in cooperation with efforts being made to increase employment, additional jobs will be created for ____ workers". The data indicate additional employment at a certain point in time, some of which may be temporary. Reports do not reflect (1) the number of employees whose jobs would have been discontinued were it not for the cooperation of employers with the Job Mobilization Program, (2) employment that occurs apart from the activities of the Campaign, and (3) lay-offs that normally take place.

**Includes late reports received after April 27, but dated prior to May 1, 1940.

Supplementary Reports received from May 1 to May 15 increase total jobs created by 1167. For Detail of Supplementary Report by Counties See Table VII

poses of comparison by expressing additional jobs created as ratios to the estimated number of unemployed persons in each county at the beginning of the Campaign in November. A ranking on this basis puts Columbia County in first place with additional jobs equal to 58.1 per cent of its estimated number of unemployed persons. Erie ranked second with a ratio of 50.2 per cent followed by Blair (23.2 per cent) and Wayne (17.1 per cent). See Tables I and II.

The Metals and Metal Products industry was the major source of employment, accounting for 32.9 per cent of the new jobs reported during the Campaign, followed by Mine and Quarry Products (9.2 per cent), Merchandising (8.9 per cent) and Transportation, mostly railroads (8.5 per cent). See Table III.

In the occupational distribution Production Workers were in heaviest demand accounting for approximately one-half of all the new jobs created (48.6 per cent), followed by Physical Laborers, Craftsmen and Service Workers with 16.8, 10.0 and 8.2 per cent respectively. (See Table III for presentation by weeks and Table IV for County distribution).

Supplementary totals shown in Table VII not analyzed by Source of Employment and Occupation.

Results of the Women's Activities Committees

A cumulative total of 4,228 additional jobs to May 15th have been attributable to the efforts of the Women's Activities Committees in the various counties. Erie County led all other counties by reporting 1,245, followed by Luzerne, Washington and Westmoreland with 388, 385 and 258 additional jobs respectively. Domestic Service was the leading source of employment, accounting for 1,974 of the jobs secured through these groups. (See Table V).

Job Placements

Inspection of Table I indicates that the counties creating the most additional jobs reported the most job placements.* Columbia, Erie and Blair occupy first, second and third places when the counties are evaluated in terms of the ratio of job placements to estimated unemployment in November, with ratios of 53, 47 and 22 per cents respectively.

Information reported on Part III of the Placement Report Form indicated whether or not the persons placed in employment were members of Active General Assistance cases when the jobs were secured. In brief, 1,722 or 4.5 per cent of the 38,485 persons receiving jobs were reported as members of General Assistance cases when they received employment. McKean County occupied first position in terms of 23.3 per cent of its job placements for those on relief. Counties occupying second and third position are Schuylkill and Warren with 20.6 and 13.5 per cents respectively. See Table VI.

Part III of the Placement Report Form also was used as the source of data showing whether a private employer or an employment agency was responsible for making the job placements. As indicated in Table VI the State Employment Service was the only employment agency responsible for placing people in the job opportunities created in connection with the Job Mobilization Campaign. Private employers were responsible for making the rest of the

---

* These data are reported on Part III of the Placement Report Form, and constantly lag behind the number of additional jobs employers have stated on Part I that they will create immediately or soon thereafter. This is a natural condition resulting from (1) an unavoidable delay between a decision to create additional employment and the actual hiring of the workers, and (2) the additional time required to prepare and transmit the report on workers securing jobs to the County Offices of the Department of Public Assistance and thence to the State Office.

placements directly. Job placements were about equally divided between those made directly by private employers and those made through the services of the State Employment Service, 48.9 per cent of the placements being made by the former and 51.1 per cent by the latter. As shown in Table VI considerable variation existed from county to county due to conditions peculiar to local situations.

TABLE I

RATIO OF ADDITIONAL JOBS CREATED AND WORKERS REPORTED AS PLACED TO ESTIMATED UNEMPLOYMENT (REVISED FIGURES) AT THE BEGINNING OF THE JOB MOBILIZATION CAMPAIGN (AS REPORTED TO APRIL 30)

County	Additional Jobs Created: Number	Additional Jobs Created: Ratio to Unempl.	Workers Reported as Placed: Number	Workers Reported as Placed: Ratio to Unempl.	Ratio (Percentage) 0 10 20 30 40 50 61
	1167+		1758+		
STATE TOTAL	57,110	6.0	36,727	3.8	####--
Allegheny	7,758	5.6	186	0.1	/-----
Armstrong	210	2.1	155	1.5	##
Beaver	129	1.0	31	0.2	/
Bedford	151	3.6	87	2.1	##--
Berks	1,075	5.9	1,038	5.7	######
Blair	3,149	23.2	3,050	22.5	##########################-
Bucks	291	4.4	264	4.0	####
Butler	448	4.7	438	4.6	#####
Cambria	399	1.9	55	0.3	/-
Cameron	33	8.5	32	8.3	########-
Carbon	57	0.7	54	0.7	#
Centre	130	2.8	74	1.6	##-
Chester	192	1.7	192	1.7	##
Clarion	123	3.8	108	3.3	###-
Clearfield	262	5.3	129	2.6	###--
Clinton	107	3.4	88	2.8	###
Columbia	2,516	58.1	2,303	53.2	##------
Crawford	2	a	2	a	a
Cumberland	106	1.9	50	0.9	#-
Dauphin	341	2.9	324	2.8	###
Delaware	1,460	3.7	776	2.0	##--
Elk	152	10.5	150	10.4	##########-
Erie	5,590	50.2	5,283	47.4	##------
Fayette	428	2.3	246	1.4	#-
Franklin	8	0.1	4	0.1	/
Huntingdon	385	8.3	371	8.0	########
Indiana	177	2.9	109	1.8	##-
Jefferson	274	4.8	239	4.2	####-
Juniata	2	0.1	2	0.1	/
Lackawanna	1,790	4.4	1,025	2.5	###-
Lancaster	1,653	15.5	807	7.6	########--------
Lawrence	213	3.2	211	3.2	###
Lebanon	486	10.4	273	5.8	######----
Lehigh	556	2.8	511	2.6	###
Luzerne	4,676	6.1	3,289	4.3	####--
Lycoming	2	a	2	a	a
McKean	87	1.5	86	1.5	##
Mercer	882	13.5	818	12.5	##############-
Mifflin	237	4.0	237	4.0	####
Monroe	29	1.1	29	1.1	#
Montgomery	469	2.2	292	1.4	#
Montour	92	4.2	92	4.2	####
Northampton	323	2.5	49	0.4	/---
Northumberland	1,273	6.9	1,246	6.8	#######
Philadelphia	9,264	5.1	4,450	2.5	###--
Pike	17	1.7	8	0.8	#-
Potter	10	0.5	4	0.2	/
Schuylkill	1,588	4.8	1,251	3.8	####-
Somerset	584	11.7	167	3.3	###---------
Sullivan	50	5.6	50	5.6	######
Susquehanna	90	4.2	70	3.3	###-
Tioga	19	0.9	19	0.9	#
Venango	597	8.4	580	8.2	########
Warren	523	11.6	370	8.2	########----
Washington	1,985	14.0	1,624	11.5	###########--
Wayne	528	17.1	464	15.0	################--
Westmoreland	2,808	8.5	2,744	8.3	########-
Wyoming	64	5.9	56	5.1	#####-
York	260	2.0	63	0.5	#-

Note: Supplementary Reports received from May 1 to May 15 increase total jobs created as shown in Table I by 1167

For Detail of Supplementary Report by Counties See Table VII

TABLE II

NUMBER OF ADDITIONAL JOBS CREATED
BY PERIOD OF REPORT AND BY COUNTY

County			Total	April *	March	February	January	December
TOTAL	1167	+	57,110	15,160	10,601	12,307	12,910	6,132
PER CENT			100.0	26.5	18.6	21.6	22.6	10.7
Allegheny	437	+	7,758	6,245	619	48	296	550
Armstrong	2	+	210	3	-	5	202	-
Beaver			129	19	13	97	-	-
Bedford			151	5	1	-	145	-
Berks	164	+	1,075	451	171	326	119	8
Blair			3,149	61	74	92	2,922	-
Bucks			291	39	170	81	1	-
Butler			448	58	70	320	-	-
Cambria			399	33	1	5	360	-
Cameron	16	+	33	16	2	6	7	2
Carbon			57	2	8	44	3	-
Centre			130	38	38	24	-	30
Chester			192	19	29	15	118	11
Clarion	1	+	123	16	39	54	14	-
Clearfield			262	34	172	56	-	-
Clinton			107	11	30	47	19	-
Columbia			2,516	83	283	117	964	1,069
Crawford			2	1	-	1	-	-
Cumberland			106	55	37	14	-	-
Dauphin	5	+	341	9	59	245	28	-
Delaware	6	+	1,460	70	786	601	-	3
Elk	29	+	152	60	45	43	3	1
Erie	77	+	5,590	1,542	1,532	1,167	1,349	-
Fayette			428	48	105	196	79	-
Franklin			8	2	5	1	-	-
Huntingdon			385	29	55	301	-	-
Indiana			177	-	59	118	-	-
Jefferson	4	+	274	59	46	61	49	59
Juniata			2	2	-	-	-	-
Lackawanna	18	+	1,790	303	410	96	703	278
Lancaster			1,653	1,075	278	36	244	20
Lawrence			213	50	56	107	-	-
Lebanon			486	76	100	83	227	-
Lehigh	15	+	556	55	439	55	7	-
Luzerne	165	+	4,676	300	497	611	1,572	1,696
Lycoming			2	-	2	-	-	-
McKean	6	+	87	64	23	-	-	-
Mercer			882	153	59	89	515	66
Mifflin			237	68	58	63	34	14
Monroe			29	1	-	3	2	23
Montgomery			469	108	120	120	117	4
Montour			92	-	92	-	-	-
Northampton	121	+	323	150	3	12	158	-
Northumberland			1,273	23	64	968	183	35
Philadelphia	78	+	9,264	2,273	1,890	3,738	1,362	1
Pike			17	9	-	3	5	-
Potter			10	3	-	-	7	-
Schuylkill	8	+	1,588	476	431	656	25	-
Somerset			584	96	160	328	-	-
Sullivan			50	50	-	-	-	-
Susquehanna			90	30	44	-	16	-
Tioga			19	19	-	-	-	-
Venango			597	33	353	211	-	-
Warren			523	148	29	245	101	-
Washington	15	+	1,985	386	723	383	208	285
Wayne			528	68	120	168	39	133
Westmoreland			2,808	127	187	197	496	1,801
Wyoming			64	4	14	3	-	43
York			260	2	-	47	211	-

*Includes late reports dated prior to May 1.

Note: Supplementary Reports received from May 1 to May 15 increases total jobs created as shown in Table II by 1167.

TABLE III

NUMBER OF ADDITIONAL JOBS CREATED
BY PERIOD OF REPORT AND BY SOURCE OF EMPLOYMENT

Source	Total Number	Total Per Cent	April	March	February	January	December
TOTAL	57,110	100.0	15,160	10,601	12,307	12,910	6,132
Agriculture	285	0.5	83	30	162	8	2
Chem. & Allied Prod.	294	0.5	10	169	87	24	4
Clay, Glass & Stone	584	1.0	53	48	220	225	38
Construction	1,970	3.4	647	732	206	362	23
Domestic Service	3,057	5.4	938	904	724	347	144
Food & Kindred Prod.	3,216	5.6	616	589	1,638	137	236
Government	304	0.5	205	86	7	6	-
Hotel & Restaurant	568	1.0	132	162	165	60	49
Leather & Rubber	216	0.4	25	44	91	46	10
Lumber Products	379	0.7	63	66	142	104	4
Merchandising	5,098	8.9	1,795	941	690	490	1,182
Mine & Quarry	5,243	9.2	338	716	1,859	2,233	97
Metal & Products	18,778	32.9	5,860	3,284	2,286	4,311	3,037
Paper & Printing	834	1.5	276	135	171	234	18
Petroleum & Prod.	474	0.8	249	156	58	7	4
Textiles	4,540	7.9	828	936	1,060	1,195	521
Tobacco	1,175	2.0	259	126	790	-	-
*Trans. & Comm.	4,800	8.5	1,101	493	337	2,847	22
**Utilities	776	1.4	548	81	140	6	1
Other	4,519	7.9	1,134	903	1,474	268	740

*Additional Jobs Created by Type of Transportation or Communication; Railroads 3,354, Motor Trucking 1,181, Street Railways 113, Telephone 1, Taxi Cab 1, Radio 10, Telegraph 85, Airlines 55.

**Additional Jobs Created by Type of Utility Company; Light & Power 612, Water 71, Gas 93.

NUMBER OF ADDITIONAL JOBS CREATED
BY OCCUPATION AND BY WEEK REPORTED

Week Ending	Total	Sales	Clerical	Service Workers	Craftsmen	Physical Laborers	Production Workers	Other
Dec. 9, 1939	699	181	25	19	2	191	270	11
" 16	658	148	56	165	55	52	181	1
" 23	3,395	636	268	40	290	687	1,446	28
" 30	1,380	253	67	64	255	186	551	4
Jan. 6, 1940	1,225	219	66	68	34	139	694	5
" 13	3,885	61	13	97	177	165	3,319	53
" 20	3,421	94	175	69	656	699	1,232	496
" 27	4,379	72	87	243	1,074	1,047	1,767	89
Feb. 3	2,541	280	84	265	92	430	1,304	86
" 10	3,324	169	113	513	281	223	1,891	134
" 17	3,269	114	44	129	256	291	1,944	491
" 24	3,173	165	64	119	294	1,634	869	28
Mar. 2	2,765	160	65	467	148	327	1,529	69
" 9	1,366	131	31	174	148	256	472	154
" 16	2,090	62	36	187	412	531	774	88
" 23	2,019	393	82	245	157	395	701	46
" 30	2,361	67	130	193	219	501	1,014	237
Apr. 6	2,134	250	103	212	115	184	1,040	220
" 13	2,814	271	176	353	233	556	1,200	25
" 20	3,884	202	109	203	182	60	3,102	20
" 27	3,178	368	171	292	56	734	1,477	30
" 30	3,150	243	144	615	377	390	999	382
TOTAL	57,110	4,547	2,109	4,732	5,513	9,678	27,776	2,755
PER CENT	100.0	8.0	3.7	8.2	10.0	16.8	48.6	4.7

Note: Supplementary Reports received from May 1 to May 15 increases total jobs created as shown in Tables by 1167
Revised Totals -- 58277

TABLE IV

NUMBER OF ADDITIONAL JOBS CREATED, BY OCCUPATION
(AS REPORTED TO APRIL 30)

County	Total	Sales	Clerical	Service Workers	Craftsmen	Physical Laborers	Production Workers	Other
TOTAL	57,110	4,547	2,109	4,732	5,513	9,678	27,776	2,755
PER CENT	100.0	8.0	3.7	8.2	10.0	16.8	48.6	4.7
Allegheny	7,758	384	348	575	358	719	5,032	342
Armstrong	210	-	5	7	16	1	180	1
Beaver	129	-	-	26	6	1	95	1
Bedford	151	-	2	5	61	83	-	-
Berks	1,075	194	22	91	74	154	484	56
Blair	3,149	52	12	147	69	40	2,818	11
Bucks	291	1	5	4	4	-	277	-
Butler	448	-	2	6	14	2	424	-
Cambria	399	-	-	14	5	1	378	1
Cameron	33	1	-	8	10	13	-	1
Carbon	57	-	-	1	1	5	40	10
Centre	130	2	-	1	-	84	30	13
Chester	192	13	2	26	13	31	106	1
Clarion	123	-	6	11	9	59	38	-
Clearfield	262	16	4	51	75	2	55	59
Clinton	107	1	-	-	12	25	69	-
Columbia	2,516	199	72	16	521	297	1,410	1
Crawford	2	-	-	-	-	-	-	2
Cumberland	106	4	7	10	29	10	44	2
Dauphin	341	-	3	3	18	91	188	38
Delaware	1,460	13	71	38	248	337	280	473
Elk	152	6	-	19	23	86	17	1
Erie	5,590	117	127	992	152	307	3,288	607
Fayette	428	80	7	83	16	129	102	11
Franklin	8	-	2	3	-	3	-	-
Huntingdon	385	55	13	30	26	35	225	1
Indiana	177	2	2	22	1	8	142	-
Jefferson	274	26	32	87	65	21	29	14
Juniata	2	-	-	-	2	-	-	-
Lackawanna	1,790	310	110	269	405	277	396	23
Lancaster	1,653	6	13	-	453	294	683	204
Lawrence	213	2	-	3	16	8	170	14
Lebanon	486	-	-	-	3	34	449	-
Lehigh	556	-	5	34	140	292	70	15
Luzerne	4,676	846	251	145	202	2,138	1,016	78
Lycoming	2	-	-	2	-	-	-	-
McKean	87	5	13	36	11	18	3	1
Mercer	882	-	26	2	129	135	586	4
Mifflin	237	22	11	119	15	15	50	5
Monroe	29	1	2	8	-	4	11	3
Montgomery	469	30	35	44	70	103	144	43
Montour	92	-	-	-	-	85	-	7
Northampton	323	22	1	-	137	47	102	14
Northumberland	1,273	51	21	8	51	949	183	10
Philadelphia	9,264	673	635	350	1,420	857	5,026	303
Pike	17	1	-	4	3	4	5	-
Potter	10	-	-	-	1	9	-	-
Schuylkill	1,588	65	42	140	43	465	697	136
Somerset	584	2	10	13	205	300	32	22
Sullivan	50	-	-	-	-	-	-	50
Susquehanna	90	-	-	2	-	23	63	2
Tioga	19	-	-	-	-	19	-	-
Venango	597	76	46	80	148	64	129	54
Warren	523	41	10	92	27	147	180	26
Washington	1,985	827	41	685	43	103	267	19
Wayne	528	32	1	10	2	233	204	46
Westmoreland	2,808	366	66	384	77	488	1,407	20
Wyoming	64	2	25	24	1	4	-	8
York	260	1	1	2	83	19	152	2

Note: Supplementary Reports received from May 1 to May 13 increases total jobs created as shown in Table IV by 1167
Revised Total -- 58277

TABLE V

NUMBER OF ADDITIONAL JOBS CREATED
THROUGH THE EFFORTS OF THE WOMEN'S ACTIVITIES GROUP,
BY SOURCE OF EMPLOYMENT AND BY COUNTY
(AS REPORTED TO APRIL 30)

County		Total	Domestic Service	Food & Kindred Prod.	Hotel & Restaurant	Merchandising	Metals & Products	Textiles & Products	Other
TOTAL	235 +	3,993	1,974	51	244	444	127	223	930
PER CENT		100.0	49.4	1.3	6.1	11.1	3.2	5.6	23.3
Allegheny	9 +	122	94	1	3	4	-	-	20
Armstrong		8	7	-	1	-	-	-	-
Beaver		27	16	-	-	-	-	-	11
Bedford		5	5	-	-	-	-	-	-
Berks	26 +	203	20	3	24	22	3	16	115
Blair		181	93	-	22	5	2	-	59
Butler		128	6	-	-	-	-	120	2
Cambria		30	7	-	-	-	-	16	7
Cameron		5	5	-	-	-	-	-	-
Carbon		2	2	-	-	-	-	-	-
Centre		28	1	-	-	-	3	-	24
Clarion	1 +	11	11	-	-	-	-	-	-
Clearfield		49	42	-	1	-	-	-	6
Cumberland		6	3	-	-	-	-	-	3
Dauphin	5 +	3	-	-	-	-	-	-	3
Delaware	6 +	25	14	-	-	-	-	-	11
Elk		18	11	-	-	-	7	-	-
Erie	77 +	1,168	678	17	104	83	104	55	127
Fayette		166	50	-	5	58	2	-	51
Franklin		5	3	-	-	-	-	-	2
Huntingdon		29	3	-	-	2	-	-	24
Indiana		14	6	-	3	-	-	-	5
Jefferson	1 +	58	45	-	-	1	-	4	8
Juniata		2	-	-	-	-	-	-	2
Lackawanna		42	25	7	1	1	-	4	4
Lawrence		30	3	-	-	-	2	-	25
Lehigh		15	13	-	-	-	-	-	2
Luzerne		388	119	15	10	76	-	-	168
Lycoming		2	2	-	-	-	-	-	-
McKean	4 +	77	19	3	9	7	1	1	37
Mifflin		51	38	1	-	-	-	-	12
Monroe		2	2	-	-	-	-	-	-
Montgomery		16	13	-	-	3	-	-	-
Northumberland		1	1	-	-	-	-	-	-
Philadelphia		11	1	-	-	-	-	-	10
Pike		5	-	-	-	-	-	-	5
Schuylkill		63	57	2	-	3	-	-	1
Somerset		217	66	-	5	4	-	-	142
Susquehanna		2	2	-	-	-	-	-	-
Venango		33	30	-	3	-	-	-	-
Warren		109	47	-	15	23	1	-	23
Washington	15 +	370	227	1	21	107	-	7	7
Wayne		6	5	-	1	-	-	-	-
Westmoreland		258	180	1	16	45	2	-	14
York		2	2	-	-	-	-	-	-

Northampton 91

Note: Supplementary reports received from May 1 to May 15 increases total jobs created by Women's Activities Group shown in Table V by 235.
Revised Total - 4228

TABLE VI

NUMBER OF WORKERS REPORTED AS PLACED,
BY RELIEF STATUS AND EMPLOYMENT AGENCY, BY COUNTY

County	Total	Relief Status: Relief No.	Relief %	Non-Relief No.	Non-Relief %	Unknown No.	Unknown %	Employment Agency: S.E.O. No.	S.E.O. %	Private No.	Private %
TOTAL 1758 +	36,727	1,603	4.4	30,907	84.1	4,217	11.5	18,763	51.1	17,964	48.9
Allegheny	186	-	-	186	100.0	-	-	146	78.5	40	21.5
Armstrong	155	-	-	155	100.0	-	-	2	1.3	153	98.7
Beaver	31	1	3.2	30	96.8	-	-	9	29.0	22	71.0
Bedford	87	6	6.9	79	90.8	2	2.3	87	100.0	-	-
Berks	1,038	23	2.2	848	81.7	167	16.1	492	47.4	546	52.6
Blair	3,050	15	0.5	1,739	57.0	1,296	42.5	493	16.2	2,557	83.8
Bucks	264	2	0.8	113	42.8	149	56.4	231	87.5	33	12.5
Butler	438	-	-	10	2.3	428	97.7	60	13.7	378	86.3
Cambria	55	3	5.5	52	94.5	-	-	43	78.2	12	21.8
Cameron	32	3	9.4	29	90.6	-	-	22	68.8	10	31.2
Carbon	54	3	5.6	51	94.4	-	-	10	18.5	44	81.5
Centre	74	8	10.8	63	85.1	3	4.1	22	29.7	52	70.3
Chester	192	4	2.1	188	97.9	-	-	26	13.5	166	86.5
Clarion	108	-	-	108	100.0	-	-	22	20.4	86	79.6
Clearfield	129	10	7.8	119	92.2	-	-	103	79.8	26	20.2
Clinton	88	3	3.4	85	96.6	-	-	50	56.8	38	43.2
Columbia	2,303	140	6.1	2,163	93.9	-	-	219	9.5	2,084	90.5
Crawford	2	-	-	2	100.0	-	-	-	-	2	100.0
Cumberland	50	-	-	25	50.0	25	50.0	33	66.0	17	34.0
Dauphin	324	6	1.9	318	98.1	-	-	29	9.0	295	91.0
Delaware	776	12	1.5	764	98.5	-	-	695	89.6	81	10.4
Elk	150	10	6.7	140	93.3	-	-	32	21.3	118	78.7
Erie	5,283	241	4.6	4,852	91.8	190	3.6	2,332	44.1	2,953	55.9
Fayette	246	8	3.3	238	96.7	-	-	171	69.5	75	30.5
Franklin	4	-	-	2	50.0	2	50.0	-	-	4	100.0
Huntingdon	371	5	1.3	366	98.7	-	-	326	87.9	45	12.1
Indiana	109	-	-	106	97.2	3	2.8	11	10.1	98	89.9
Jefferson	239	16	6.7	223	93.3	-	-	21	8.8	218	91.2
Juniata	2	-	-	2	100.0	-	-	-	-	2	100.0
Lackawanna	1,025	103	10.0	922	90.0	-	-	605	59.0	420	41.0
Lancaster	807	14	1.7	773	95.8	20	2.5	232	28.7	575	71.3
Lawrence	211	5	2.4	206	97.6	-	-	67	31.8	144	68.2
Lebanon	273	2	0.7	271	99.3	-	-	-	-	273	100.0
Lehigh	511	2	0.4	509	99.6	-	-	13	2.5	498	97.5
Luzerne	3,289	326	9.9	2,844	86.5	119	3.6	3,024	91.9	265	8.1
Lycoming	2	-	-	2	100.0	-	-	-	-	2	100.0
McKean	86	20	23.3	66	76.7	-	-	-	-	86	100.0
Mercer	818	7	0.9	585	71.5	226	27.6	758	92.7	60	7.3
Mifflin	237	17	7.2	219	92.4	1	0.4	179	75.5	58	24.5
Monroe	29	-	-	29	100.0	-	-	23	79.3	6	20.7
Montgomery	292	8	2.7	282	96.6	2	0.7	241	82.5	51	17.5
Montour	92	5	5.4	87	94.6	-	-	92	100.0	-	-
Northampton	49	1	2.0	48	98.0	-	-	41	83.7	8	16.3
Northumberland	1,246	17	1.4	1,229	98.6	-	-	998	80.1	248	19.9
Philadelphia	4,450	94	2.1	3,202	72.0	1,154	25.9	2,405	54.0	2,045	46.0
Pike	8	1	12.5	7	87.5	-	-	3	37.5	5	62.5
Potter	4	-	-	4	100.0	-	-	1	25.0	3	75.0
Schuylkill	1,251	258	20.6	993	79.4	-	-	470	37.6	781	62.4
Snyder	167	12	7.2	144	86.2	11	6.6	150	89.8	17	10.2
Sullivan	50	-	-	50	100.0	-	-	-	-	50	100.0
Susquehanna	70	3	4.3	67	95.7	-	-	60	85.7	10	14.3
Tioga	19	-	-	19	100.0	-	-	-	-	19	100.0
Venango	580	16	2.8	564	97.2	-	-	544	93.8	36	6.2
Warren	370	50	13.5	276	74.6	44	11.9	356	96.2	14	3.8
Washington	1,624	80	4.9	1,538	94.7	6	0.4	1,492	91.9	132	8.1
Wayne	464	5	1.1	450	97.0	9	1.9	404	87.1	60	12.9
Westmoreland	2,744	34	1.2	2,350	85.7	360	13.1	867	31.6	1,877	68.4
Wyoming	56	4	7.1	52	92.9	-	-	49	87.5	7	12.5
York	63	-	-	63	100.0	-	-	2	3.2	61	96.8

Note: Supplementary reports received from May 1 to May 15 increases totals in Table VI as follows:
Workers Placed - 1758
Relief Workers Placed 119
See Table VII for Supplementary Detail by Counties
Revised Totals: Workers Placed - 38485
Relief Workers Placed - 1722

TABLE VII

SUPPLEMENTARY REPORTS RECEIVED - MAY 1 to MAY 15, 1940
JOBS CREATED AND PLACEMENTS MADE

Counties	Jobs Created		Jobs Placed		Relief Recipients
	Men	Women	Men	Women	
Allegheny	428	9	135		4
Armstrong	2		2		
Berks	158	26	69	25	11
Cameron	16		18		2
Clarion		1			
Delaware		6			
Dauphin		5		5	
Elk	29		28		1
Erie		77	228	148	7
Fayette			9	5	3
Jefferson	5	1			1
Lackawanna	18				
Lehigh	15				
Luzerne	165		750	232	86
McKean	2	4			1
Northampton	50	31			
Philadelphia	78		88		3
Schuylkill	8				
Washington		15	5	13	
	932	235	1,830	428	119

Totals - May 1 to May 15		Totals - Nov. 15 to May 15	
Jobs Created	1,167	58,277	
Jobs Placed	1,758	38,485	
Relief Recipients	119	1,722	
		4,228	(Women's Activities)

SUMMARY STATISTICAL REPORT OF RELIEF REDUCTION THROUGH CAMPAIGN ACCOMPLISHMENTS

The statistical reports present an analysis of the jobs created and placed as reported by County and Local Job Mobilization Committees. Many Local Committees refused to make out the form reports required, and great difficulty was experienced throughout the Campaign in having Part I of the report sent in.

It will be noted that the job placements do not correspond to the jobs created. This difference was brought about by:

1. Jobs created being designated for placement at a later date.
2. Job placement reports cleared through the State Employment Service and the County Boards of Assistance before being forwarded to headquarters in order to record properly whether the job recipient was a relief claimant.

There was throughout the Campaign a time-lag average of three to four weeks between receipt of Part I - Jobs Created, and Part III - Jobs Placed.

With the Campaign experience as a criterion, it is anticipated that in the period immediately ahead placements will catch up with jobs created.

Reports of County and Local Committees that cooperated through promptly sending in data indicate that 58,277 jobs were created, of which 38,485 were actual job placements, representing 1,722 persons removed from the relief rolls.

These reports received at headquarters are merely the tabulation of the pledges and placements made by employers who filled out the report forms provided. Many employers either refused or failed to fill out these forms, but did cooperate otherwise in employing people.

Undoubtedly many more jobs thus were created, and placements made, not only for people who were unemployed and not on relief, but for people who were on relief as well. It is significant to note that we were unable to secure any record of the persons removed from W.P.A. relief rolls to private payrolls as a result of this Campaign. The W.P.A. officials were unwilling to furnish us the necessary information and the County Boards of Assistance kept no records of W.P.A. placements on private payrolls as the result of the Job Mobilization Campaign. There is no doubt that many people were taken from the W.P.A. relief rolls because of this Campaign. Furthermore, these totals do not reflect the employment that has been created through construction work stimulated in the Campaign, for which the employment will not reach a peak until late Summer or early Fall. Neither do these totals reflect the work which was created through the Renovize Campaign, the effects of which will be felt for the next several months. It is reasonable to expect, therefore, that a conservative estimate of 100,000 jobs may well result from the activities of the Job Mobilization Campaign.

In addition to the jobs created and placements made, many firms cooperating with the Program reported the continuation of persons in employment who otherwise would have been laid off during the recession. There was no way of measuring the total number of persons thus benefited, but it undoubtedly ran into the thousands.

Difficulty was experienced with certain companies who would report the number of jobs created, and the number of placements made, but who refused to give the names of the job recipients, thus eliminating any possibility of determining whether said persons

were removed from the relief rolls.

It will be noted in Table 6 that there were 4,217 job placements for which we received no report as to the relief status of the individual placed.

It should be noted that of the job placements reported, only 4½% were for relief recipients. This low percentage undoubtedly was attributable to the general sub-standard calibre of workmen to be found on relief rolls in comparison to workmen who are unemployed but not on relief.

Complaints were continually sent to Headquarters by both County and Local Committees to the effect that the relief recipients in their areas were far below the standard of the people in their community who were not on relief but unemployed. These complaints, incidentally, finally led to our survey of the training possibilities of employable relief recipients. The great majority of people on relief are fitted only for the most menial tasks of labor with result that employers were reluctant to take relief people into their employ when better workmen were available.

Based on an estimated unemployment total of 957,098 for November, 1939, the Campaign resulted in a measurement of jobs in the amount of 6% increase in employment. It is seen, however, that this is not a net increase during the period.

Reduction in Relief

The relief picture in Pennsylvania has improved considerably.

At the end of the first four months of 1940 there were 51,508 fewer cases or 154,240 fewer persons on the General Assistance

relief rolls than there were at the end of the first four months of 1939; and the monthly cost of supporting them was $1,483,325 lower.

The following tabulation shows the reduction in the State General Assistance relief load by cases, persons, and expenditures, for each of the four months of 1940, in comparison with the same months in 1939.

	Cases		Persons		Expenditures	
	1939	1940	1939	1940	1939	1940
Jan.	238,111	200,116	734,645	596,042	$7,027,605	6,195,495
Feb.	254,696	200,819	787,911	608,688	7,407,372	6,024,032
Mar.	254,619	201,104	779,430	612,175	8,354,657	6,331,101
Apr.	246,608	195,100	748,671	594,431	7,323,634	5,840,309

The net reduction in expenditures during these four months in 1940 in comparison with the same period of the previous year, amounted to $5,722,331.

A comparison of the unduplicated State General Assistance and Federal Work Relief load during the first four months of 1940 with that of 1939, as shown in the following tabulation, indicates a monthly reduction both in cases and persons.

	Cases		Persons	
	1939	1940	1939	1940
Jan.	479,731	332,821	1,621,247	1,066,191
Feb.	485,112	331,765	1,636,628	1,071,087
Mar.	480,872	331,941	1,613,960	1,071,609
Apr.	463,087	330,812	1,544,708	1,065,222

The Department of Public Assistance reported on May 13th, that "During April, 1940, Pennsylvania's combined State Public Assistance and Federal Work Relief population was smaller than during any previous April since the inception of state-wide organized unemployment relief almost eight years ago."

Comparing the relief load at the beginning of the Campaign,

or for the week ending November 18, 1939, with the last week of the Campaign, or for the week ending May 4, 1940, there was a reduction in General Assistance of 32,135 cases consisting of 71,671 persons, and an expenditure of $173,980. For the same period, there was an increase in the W.P.A. relief employees of 18,024 persons and a reduction in the unduplicated number of cases and persons dependent upon State General Assistance or W.P.A. relief earnings of 12,192 cases consisting of 28,000 persons.

The figures in the following tabulation, and used in the above statement, are taken from the reports of the Department of Public Assistance:

General Assistance

Period	Cases	Persons	Net Expenditure For Assistance Grants
Wk. Ending 11/18/39	217,016	636,048	$1,480,475
" " 5/ 4/40	184,881	564,377	1,306,515
(Less)	32,135	(Less) 71,671	(Less) $ 173,980

Period	W.P.A. Relief Employees	Unduplicated No. of Cases and Persons dependent on State G.A. or W.P.A. Relief Earnings: Cases	Persons
Wk. Ending 11/18/39	141,980	341,000	1,085,000
" " 5/ 4/40	160,004	328,808	1,057,000
(Increase)	18,024	(Less) 12,192	(Less) 28,000

The Department of Public Assistance reported also on May 15th, that "for the week ending May 4th, there were fewer men, women, and children, dependent on State General Assistance than at any time since the closing weeks of 1937."

While all this improvement cannot be attributed to the Job Mobilization Campaign, the Campaign, nevertheless, was an important factor.

Due in part to the Job Mobilization Campaign, Pennsylvania came through the winter with a more favorable unemployment relief trend than other comparable industrial states. (See Exhibits S-9 and S-10 on Pages 346 and 347).

Since September, 1939, the ratio of the unemployment relief load in Pennsylvania to all gainful workers has decreased 2%. This compares to an increase of 1% in seven other important industrial States: Massachusetts, New York, New Jersey, Ohio, Michigan, Illinois, and California.

In August, 1939, when the General Assistance relief load was at the highest peak since 1935, and the Joint State Government first began to plan a mobilization of civic and business interests, the relief appropriation was estimated to be sufficient to last until March, 1940. However, as the result of an improvement in general employment in the Fall of 1939 and the stimulus of the Job Mobilization Campaign through the Winter of 1939 and the Spring of 1940, the State Government found the original appropriation of funds was sufficient to last until about June 1, 1940, and additional funds could be borrowed from other State Departmental sources to carry the relief well into 1941 without imposing additional taxes during 1940.

While the reduction in relief has been very evident during the period of the Campaign, the forces which have been set in motion among the people and industrialists of the State, through a changed psychology of the citizens towards relief and a greater desire to improve the economic life of all our people, will undoubtedly continue to bear fruit in the following months and will show tangible results in a further reduction of the relief roll as these forces continue to gain momentum.

RENOVIZE CAMPAIGN

Effects of the 1940 state-wide Renovize Campaign will be carried forward in Pennsylvania for several months to come. Truth of the statement by Governor James that property improvement would increase employment and provide for the circulation of new wage dollars -- combined with actual demonstration of the value of renovize activities -- has shown clearly that results will be lasting, and that in future years repetition of the Renovize Campaign idea can be made a worth-while objective for every community.

The Renovize Campaign plan of "repair, rebuild, repaint" to provide work through property improvements convinced home, store, factory, and farm owners that the movement was worthwhile and would make not only their own communities, but the entire Commonwealth a better place in which to live, and in so doing enable every property owner to contribute individually to improving employment in the State.

Organized effort in hundreds of communities in forty-three counties, attest to the fact that material benefits were attained. Because of inclement weather and the late arrival of Spring, it was not until mid-March or the first of April that local campaigns appeared to get well under way in most communities. In many instances they were scheduled to continue through the entire months of May and June. Outstanding results were reported on Spring "clean-up" activities, especially through provision of part-time employment for hundreds who had had no work for many weeks.

Unusual records were made in some counties and communities. Four counties passed the $1,000,000 mark in their Renovize Campaign totals, Blair, Lancaster, Luzerne, and Philadelphia. Six counties

reached or exceeded the $500,000 mark, Allegheny, Delaware, Lehigh, Lycoming, Montgomery, and Schuylkill.

The Campaign reached its first peak during the last week of March when official reports from County Chairmen totaled more than $2,000,000. The top in official returns came for the week ending April 10, when the weekly report totaled nearly $5,700,000. During each of the two remaining weeks in April the reports totaled more than $1,800,000.

As expected, the renovizing of private homes led all other groups with the exception of the unclassified group. The total value of improvements to factories, public properties, stores, apartment houses, office buildings, hotels, and farms followed in that order.

A great share of credit for the success of most local Renovize Campaigns must go to the activities of State, County, and Local Women's Committees. Early in the Job Mobilization program the Women's Committees undertook to direct most of their efforts toward the Renovize Campaign objectives. In county after county their assistance or direction was in evidence.

The organization nucleus now exists for further extension of renovizing efforts through future campaigns in the various communities. Many community Chairmen and workers have indicated that an annual local Renovize Campaign will be a distinct advantage to their towns and cities.

The cooperation of various Job Mobilization committees and sub-committees and of state-wide organizations was most effective throughout the Campaign. Chambers of Commerce, Merchants' Associations, building supply dealers, Real Estate Boards, various service groups and civic organizations, and local newspapers entered into the spirit of the Renovize Campaign and were most effective in their efforts to make a success of the movement.

Mayors and burgesses gladly cooperated in the issuance of special proclamations at the opening of Local Campaigns; Boy Scouts and school children provided assistance through the distribution of Renovize Folders and Participation Report Cards; local banks cooperated in providing information and assistance in connection with FHA and other loans to property owners; and public officials generally aided in overcoming various handicaps, particularly with respect to fears that property improvements would bring about excessive increases in tax assessments on properties.

In the final analysis, the success or failure of each local effort was due in large measure to the type of leadership and support given by prominent citizens in each community. Neither could the Job Mobilization Committee overlook the fact that local economic conditions served as a distinct handicap in many communities. But at the same time, it is significant that some of the earliest and largest returns came from coal region areas where economic conditions had proved a detriment to local progress for many years.

Results in dollars and cents, totaling $15,942,780 (of which $3,258,885 was new construction work, which was reported although no particular effort was made to promote it) were reported to Job Mobilization headquarters to May 15 as official records from 43 counties where intensive or organized Campaigns had been conducted, fail to represent the total accomplishments attained in the creation of work and incentive to property improvement in general.

Neither does this remarkable record disclose those intangible results that accrue from a state-wide movement of this type. As in other phases of the Job Mobilization Program, there was need for reliance upon

voluntary leadership and field service. This dependence resulted in a great amount of unorganized effort on the part of public-spirited citizens who quietly promoted the objectives of the Campaign, and from whom little in the form of reports of achievement could be expected.

Consequently, there were hundreds of property improvement projects that were not reported, and hundreds of communities where property owners, cooperating independently, went ahead without the formality of reporting directly to County or State headquarters. It is estimated conservatively that the officially reported results represent only some twenty-five per cent of the work that was actually done, or will be done during the summer and early fall months, and that the true total would be closer to $75,000,000 or $80,000,000.

On the basis of actually reported results, and estimating an average of sixty per cent of the total expenditures as representing wages for labor, it is seen that approximately $45,000,000 to $48,000,000 will find its way into direct circulation through payrolls. A great share of the remainder represents Pennsylvania-made or sold furnishings or products, adding stimulation and jobs to business all down the line.

Notwithstanding the various handicaps, most of which originated because of lack of leadership or general local or economic conditions, the Pennsylvania Renovize Campaign of 1940 undoubtedly will go down in history as the origin of a successful movement to offset unemployment to a great degree and as a stimulator of general business through the cooperation of loyal citizens and forward-looking state-wide organizations.

A view of the type and scope of improvements reported during the Renovize Campaign is given in the following Tables I and II, and Table I (Revised to May 15 1940):

TABLE I

AMOUNT OF RENOVIZE WORK BY TYPE BY COUNTY
(As Reported to April 30)

County	Total	Homes	Stores	Apts.	Factory	Public Prop.	Hotels	Office Bldgs.	Farms	Other
Allegheny	$ 692,795	$317,684	$ -	$ -	$ -	$ 300,000	$ -	$ -	$ -	$ 75,111
Bedford	1,816	1,335	-	-	-	-	-	-	-	481
Berks	175,550	93,375	27,950	10,015	33,125	4,400	325	2,238	-	4,122
Blair	1,849,564	54,933	4,254	4,085	2,500	301,047	15,135	1,100	3,575	1,463,935
Bucks	11,090	6,240	280	3,000	450	-	-	-	1,070	[illegible]
Butler	19,477	16,527	-	450	-	2,000	500	-	-	-
Cambria	183,533	41,471	7,494	2,808	86,300	1,500	-	450	50	43,460
Centre	68,625	1,625	-	-	-	-	15,000	-	-	52,000
Chester	130,664	28,987	22,743	32,975	6,817	1,677	-	12,100	10,150	15,215
Clinton	12,690	2,450	1,550	25	8,500	-	-	125	40	-
Crawford	50	-	-	-	50	-	-	-	-	-
Cumberland	74,269	51,669	22,600	-	-	-	-	-	-	-
Dauphin	47,810	9,775	7,700	3,035	10,900	-	-	16,000	150	250
Delaware	6,000	-	-	-	6,000	-	-	-	-	-
Elk	103,875	25,950	7,450	3,500	31,400	11,700	-	-	-	3,875
Erie	442,100	100,800	6,900	1,000	243,300	75,075	3,500	850	-	10,675
Fayette	181,802	100,800	41,002	40,000	-	-	-	-	-	-
Huntingdon	281,229	8,044	40,560	2,000	10,000	130,000	325	-	200	90,100
Indiana	20,940	15,601	150	1,050	-	-	-	10	4,079	50
Jefferson	21,020	2,545	-	4,250	850	-	-	625	250	12,500
Juniata	3,947	3,047	100	-	-	-	-	-	800	-
Lackawanna	155,452	62,652	18,700	-	3,000	-	-	-	-	71,100
Lancaster	1,229,515	20,880	149,700	5,200	738,250	111,235	-	3,050	-	201,200
Lebanon	75,676	500	-	21,000	-	-	-	40,000	-	14,176
Lehigh	629,230	63,395	36,325	63,050	19,750	1,700	3,850	319,550	4,310	117,300
Luzerne	836,124	303,987	116,661	101,876	32,960	130,000	85,360	16,075	-	49,205
Lycoming	886,266	99,716	212,575	3,135	552,175	290	50	255	2,395	15,675
McKean	113,190	1,865	24,100	-	-	2,400	-	-	-	84,825
Mercer	98,300	17,300	35,000	1,800	3,500	-	-	3,400	-	37,300
Mifflin	20,430	630	19,800	-	-	-	-	-	-	-
Monroe	34,175	1,250	1,575	-	5,000	-	25,000	1,250	100	-
Montgomery	611,240	185,170	12,060	-	400,000	-	-	-	-	14,010
Northampton	52,860	39,685	2,300	4,835	55	-	-	1,200	400	4,385
Philadelphia*	4,212,413	708,079	237,875	164,320	27,600	-	72,500	50,107	-	2,951,932
Pike	8,050	3,750	3,700	-	-	100	500	-	-	-
Schuylkill	178,627	50,024	35,115	36,749	14,750	23	2,000	2,200	-	37,766
Sullivan	25,500	-	-	-	25,500	-	-	-	-	-
Union	200	200	-	-	-	-	-	-	-	-
Venango	477,686	8,928	10,560	-	40,000	154,600	-	1,600	-	262,000
Warren	1,500	-	1,500	-	-	-	-	-	-	-
Westmoreland	53,300	45,500	4,800	-	-	-	-	3,000	-	-
Wyoming	1,700	-	-	-	1,700	-	-	-	-	-
TOTAL	$14,030,282	2,496,369	1,113,079	510,158	2,324,432	1,227,747	224,045	475,185	26,569	5,632,698

*$136,810 of this amount reported by Women's Activities Committees.

New Construction Reported (Other than Renovizing) not included in above figures: Allegheny, $1,772,750; Chester, $94,500; Dauphin, $116,000; Lackawanna, $106,500; Lebanon, $50,500; Luzerne, $61,485; Mercer, $548,000; Northampton, $445,150.

TABLE II

AMOUNT OF RENOVIZE WORK
BY TYPE BY WEEK REPORTED

Week Ending	Total	Homes	Stores	Apts.	Factory	Public Prop.	Hotels	Office Bldgs.	Farms	Other
March 9	$ 164,935	$ 43,900	$ 39,028	$ 4,490	$ 8,750	$ -	$ 36,000	$ -	$ -	$ 32,767
" 16	610,382	29,842	302,250	19,350	198,575	-	-	12,605	100	47,660
" 23	235,143	106,717	24,741	15,075	56,030	-	25,000	2,580	-	5,000
" 30	2,441,591	227,096	80,079	77,673	1,095,592	402,014	17,510	331,883	13,415	195,429
April 6	722,554	113,195	30,500	42,735	66,430	147,000	20,100	3,500	3,829	295,265
" 13	889,763	391,264	61,100	27,435	1,402	312,000	-	-	-	96,562
" 20	5,691,242	160,784	178,222	153,966	229,777	151,423	52,300	46,000	3,715	4,715,05[illegible]
" 27	1,626,906	351,722	227,536	102,529	626,890	79,500	42,205	19,089	950	176,48[illegible]
" 30	1,647,766	1,071,849	168,723	66,905	40,986	135,810	30,930	59,528	4,560	68,47[illegible]
TOTAL	$14,030,282	2,496,369	1,113,079	510,158	2,324,432	1,227,747	224,045	475,185	26,569	5,632,698

TABLE I - (REVISED)
TOTAL AMOUNT OF RENOVIZE WORK
AS REPORTED TO MAY 15, 1940

County	Renovize Total	New Construction Total
Allegheny	$ 892,795	$ 1,772,750
Bedford	1,816	
Berks	206,178	
Blair	1,849,564	
Bucks	11,090	
Butler	19,477	
Cambria	183,533	
Centre	68,625	
Chester	139,982	94,500
Clinton	12,690	
Crawford	50	
Cumberland	109,573	
Dauphin	47,610	116,000
Delaware	500,000	
Elk	103,875	
Erie	601,100	
Fayette	181,802	
Huntingdon	281,223	
Indiana	20,940	
Jefferson	21,020	
Juniata	5,947	
Lackawanna	155,452	106,500
Lancaster	1,229,750	
Lebanon	75,676	50,500
Lehigh	629,250	
Luzerne	1,023,087	81,485
Lycoming	886,286	
McKean	113,190	
Mercer	98,300	548,000
Mifflin	20,430	
Monroe	34,553	
Montgomery	811,240	
Northampton	52,860	445,150
Philadelphia	4,402,823	
Pike	18,125	
Schuylkill	686,971	
Sullivan	25,500	
Union	200	
Venango	477,688	
Warren	50,678	
Westmoreland	53,300	
Wyoming	1,700	
Wayne		84,000
TOTAL	$15,688,898	$ 3,258,885

Note: The above tabulation represents a revision of the Renovize Campaign total (Column 1 of Table I) to include additional reports received between April 30 and May 15. No analysis has been made of these additional reports to supplement Table II.

OCCUPATIONAL TRAINING AND RETRAINING

Largely because of the immediate and favorable reception given by an awakened public, definite and satisfactory progress was made on each and every one of the sixteen objectives (see Page 123) established in the campaign for reduction of unemployment through expansion of facilities for occupational training and retraining projects.

County and Local Committees, in cooperation with representatives of the public schools, the State Employment Service, the County Board of Assistance and other interested agencies, eagerly accepted the challenge presented by the skilled labor shortage emergency. Particularly in the industrial sections, and in the smaller cities and towns where the youth problem was most acute, Campaign workers were alert to the opportunities presented in this phase of the Job Mobilization Program. The revelation that 28 per cent of employable relief recipients show retraining aptitudes is further incentive for extension of effort toward reduction of the unemployment problem.

Apprentice Training

In apprentice and learner training no recording of individual placements was made, but it is an established fact that there was greatly increased activity in the automotive industry as a direct result of the contacts established with national automobile manufacturers and members of the Pennsylvania Automotive Association. Removal of the fear of interference with the Fair Labor Standards Act proved incentive for many dealers and garage owners and employers in the needle trades to employ apprentices at fair wages. Such placements were made independently by proprietors and since no report system had been established for returns to Job Mobilization Headquarters, there is no basis for estimating the total of such placements made. It is significant, however, that the Apprenticeship Council

(Standards) of the Department of Labor and Industry was called upon to make only five individual apprenticeship agreements involving adjustment of wage standards between December 1 and May 1, as compared with seven such agreements for the preceding five-month period.

Training and Retraining for Out-of School Youth and Adults

Measured in terms of actual accomplishments from the time when first results became apparent about January 1, to a final recapitulation on May 15, local requests for training and retraining classes for out-of-school youth and adults totaled 87. Of this number a total of 17 projects had been approved and were in operation before the Woodside Act expanded budget limitations had been reached.

Following is a tabulated summary of results to May 15, on the basis of actual requests made through local school officials to the Department of Public Instruction and inquiries forwarded by Local or County Committees to Job Mobilization Headquarters (For detailed report see Page 259):

Number of Training and Retraining projects approved by the Superintendent of Public Instruction.....	17
Number of additional projects requested.....	70
Number of occupations represented in the requests.....	32
Number of Counties participating.....	35
Number of cities, towns, and townships seeking projects.	42
Number of counties requesting county-wide projects.....	8

The current trend of occupational requirements was reflected in the nature of the requests made for the establishment of training and retraining projects. The early decision to investigate expansion of employment in the household service field proved to be justified in that this field led all others in the number of requests ultimately made for training classes. No less than 19 requests were received for establishment of this type of training, six of them specifically for the preparation of "Household Aides."

Next in importance as a means for creating immediate job opportunities came the demand for training power machine operators for the manufacture of various textiles, shoes, etc. Thirteen requests were

received for this type of training, and at the close of the Campaign five projects were under way. Waitress training appeared to present the next best employment outlet, and seven such projects were requested, followed closely by five hotel service training courses (all in operation); four each for automobile mechanics and child care; three each for cateress, machine shop operators, and retail sales training; two each for airplane mechanics, apprentice training, blueprint reading, sheet metal working, welding, and waiters. More than a dozen other scattered occupational titles comprise the remainder of the list.

It is interesting to note that training and retraining projects were requested prior to May 15 in thirteen of the sixteen occupational classifications noted in Procedure Bulletin No. 7 as needing additional workers immediately.

Expansions Indicated

Great encouragement is seen in the trend to personal service occupations as an occupational outlet for youth who have long been unable to find satisfactory employment. One indication is the enrollment of nearly 1,000 young men and women in five hotel service training projects. Another lies in an apparent ability of the household training school to attract a higher type of individual for entrance to domestic service. Between 85 and 100 per cent placement for all such training projects is equalled only by long lists of qualified applicants who seek opportunity to enroll. Stimulus supplied by Job Mobilization activities in this particular field has had much to do with the decision of N.F.A. to expand its training service to nine other cities, particularly in the western part of the State.

Another trend indicating the increased need for vocational training is noted in the decision of the Williamsport Retraining School to seek additional personnel so that growing demands might be met through expansion from a two-shift day to a three-shift plan, with the school

facilities available 24 hours a day. Pittsburgh schools have been expanding their outstanding vocational offerings for out-of-school youth and adults year after year, and Philadelphia has requested funds for the addition of thirteen vocational projects to be conducted after regular school hours.

Training for In-School Youth

Probably one of the most encouraging results of the Occupational Training and Retraining Program was the increased interest and action on the part of the public school executives in the entire problem of occupational adjustment. Public interest also has been increased beyond expectations in the desire for application of occupational guidance, training, and placement techniques in the public schools. This is true particularly with respect to better provision for the 75,000 youth who drop out of high school each year and the 25,000 who are graduated from these schools annually, nearly half of whom are unable to obtain permanent employment.

That this inability to find jobs is due in large measure to an insufficient or wrong type of training to meet individual abilities, is an impression that appears to have taken hold with school executives and interested laymen alike. This opinion appears to be borne out in the fact that County and Local Committees have cooperated with school administrators in many communities in getting a start on the problem through instituting complete occupational surveys of their local labor market area.

As concrete examples we cite the decision of the Philadelphia Board of Education virtually to double its day-school vocational program; the continual expansion of in-school training in Pittsburgh; and the action of Harrisburg school directors in increasing opportunities by 100 per cent, from a half-day shop program to a full-day schedule.

The awakening of schoolmen to the opportunities long neglected

and now available, if they but take advantage of them, is not confined to Pennsylvania alone. Some of the largest and most important of the national educational associations have come to the realization that radical changes must be made in the school program if youth is to be served adequately on the one thing that interests him most next to his health and personal problems -- his job.

Activities of the Job Mobilization Committee in stressing the importance of expanding vocational education for in-school as well as out-of-school youth are certain to play an important part in the mobilization of skilled and semi-skilled artisans in the event of a future national defense or other emergency.

OCCUPATIONAL TRAINING AND RETRAINING PROJECTS
JANUARY 1 TO MAY 15, 1940

The following is a list of Occupational Training and Retraining Projects stimulated through the activities of Job Mobilization Committees from January 1, to May 15, 1940:

ADAMS COUNTY

Littlestown

APPROVED Power Sewing Machine Operating course (Shoe manufacturing) started in cooperation with local school district.

ALLEGHENY COUNTY

Carnegie

Request to Department of Public Instruction for Household Service Training course being prepared.

McKeesport

APPROVED Household Service Training course started, school district cooperating. (Renewal requested for 1940-41)

Moon Township

APPROVED regular Apprentice Training Program - Moulders, Core Makers and Pattern Makers, Continental Roll & Steel Foundry Company.

NOTE: Six Roadside Act vocational courses running in Pittsburgh before Job Mobilization Committee.

BEAVER COUNTY

Aliquippa

Request for retraining for War Veterans, Civilian Conservation Corps company.

Request for Household Service Training on file.

Beaver Falls

Request for retraining classes for National Youth Administration on file.

BEDFORD COUNTY

Bedford

Request to Department of Public Instruction for Household Aide course being prepared.

BERKS COUNTY

Reading

Request to Department of Public Instruction being prepared for course

BERKS COUNTY

Reading (Continued)

in shoe manufacturing processes, in cooperation with local industry.

CAMBRIA COUNTY

Johnstown

Request to Department of Public Instruction for Household Service training being prepared.

CARBON COUNTY

East Mauch Chunk

Formal request for Power Sewing Machine Operating course in hands of Department of Public Instruction.

Lehighton

APPROVED Power Sewing Machine Operating course started, school district cooperating.

Formal request for Aircraft and Aircraft Engine Mechanics on file.

CENTER COUNTY

Philipsburg

Power Hosiery Machine Operators - Formal request filed with Department of Public Instruction.

CHESTER COUNTY

Darlington

Formal request for Waitress and Household Service training filed.

CRAWFORD COUNTY

Meadville

Formal request to be filed for training of Household Aides in course in Household Service in cooperation with local schools;
Child Care course to be requested of the Department of Public Instruction.

CUMBERLAND COUNTY

Carlisle

APPROVED Power Sewing Machine Operating course started (shoe manufacturing); schools cooperating.

CUMBERLAND COUNTY (Continued)

Shippensburg

APPROVED Household Service Training; additional instructor provided; schools and National Youth Administration cooperating. (Application filed for renewal in 1940-41.)

DAUPHIN COUNTY

Interest expressed in courses for Household Service, Waitress, Sales and Power Machine Operation.

DELAWARE COUNTY

Chester

Formal request filed for Auto Mechanics and Servicing.
Formal request filed for Household Service and Hostess Training.
Formal request filed for Home Economics, Waiter and Waitress Training.
Formal request filed for Woodworking, Sheet Metal Working, Auto Mechanics, and Servicing courses.

ERIE COUNTY

Erie

APPROVED Cateress Training course started, with cooperation of Department of Public Instruction and Young Women's Christian Association.

Household Aide Training in course in Household Service by Work Projects Administration requested.
Child Care course to be requested of Department of Public Instruction.

Retail Selling, request to Department of Public Instruction being prepared for George-Deen Act cooperation. Sponsored by League of Women Voters and local merchants, starting September 1, 1940.

LACKAWANNA COUNTY

Carbondale

Formal request in hands of Department of Public Instruction for course in Waitress Training.

Scranton

APPROVED course in Waitress Training started, schools cooperating.
APPROVED course in Cateress Training started, schools cooperating.

APPROVED Hotel Worker Training course started at Scranton-Keystone Junior College.

Power Sewing Machine Operating - Request for course being prepared for Department of Public Instruction.

LANCASTER COUNTY

Requests in preparation for courses in: Power Sewing Machine Operation, (Hosiery) and Household Service Training.

LAWRENCE COUNTY

New Castle

Preparing plans to re-open trade school.
Request for Household Service Training on file.
Request for Waitress Training on file.

LEHIGH COUNTY

Allentown

Formal request in hands of Department of Public Instruction for course in Aviation Mechanics (National Youth Administration)

LUZERNE COUNTY

Hazleton

To request Retail Sales Training Class. Schools and Young Men's Christian Association cooperating.

Superintendent of Schools, School Board, State Employment Service and Chamber of Commerce conferring on revision of school curriculum, in line with our Bulletin No. 7, Parts I and II.

Hazle Township

Request for Household Service Training on File
Request for Waitress Training on file.

Freeland

To request course in Power Sewing Machine Operation, cooperation with local school district.

McKEAN COUNTY

Kane

Interest expressed in Household Service Training course.

MIFFLIN COUNTY

Interest expressed in Household Service Training course - also training of Learners and Apprentices in small factories.

MONROE COUNTY

APPROVED county-wide courses in Hotel Service Training started.

MONTGOMERY COUNTY

Norristown

Formal request in hands of Department of Public Instruction for course in training Hosiery Loopers; also Machine Shop Operators, Maid Service, and Welding.

NORTHAMPTON COUNTY

Bethlehem

APPROVED course in Machine Shop Operator Training started. Request filed for continuation of this course for summer months.

Northampton

APPROVED course in Power Sewing Machine Operating (Needle Trades) has started. Request filed for continuing in 1940-41.

NORTHUMBERLAND COUNTY

Mount Carmel

Request for Blue Print Reading course on file.
Request for Auto Mechanics course on file.

Sunbury

Preparing request to Department of Public Instruction for Household Service Training course.

PERRY COUNTY

New Bloomfield

Interest expressed in course for Power Sewing Machine Operators.

PHILADELPHIA COUNTY

Formal requests pending with Department of Public Instruction for courses in:

Machine Shop Operation
Auto Mechanics
Welding
Blue Print Reading
Beauty Culture (Supplementary)
Advanced Stenography and Typing
Dressmaking
Filing
Calculating Machine Operation
Duplicating Machine Operation
Sheet Metal Work
Tailoring
Waiter and Waitress Training

PIKE COUNTY

APPROVED courses now in operation on county-wide basis, sponsored by local school districts, for Hotel Service Training.

SCHUYLKILL COUNTY

Schuylkill Haven

To request course for Power Sewing Machine Operators for three shoe plants.

SOMERSET COUNTY

Somerset

Preparing request for Cateress Course.

Meyersdale

APPROVED Power Sewing Machine Operators course (Shirts) has started.

SUSQUEHANNA COUNTY

APPROVED Hotel Service Training courses now in operation on county-wide basis, sponsored by local school districts.

TIOGA COUNTY

Tellsboro

Course for Household Aides to be requested of Department of Public Instruction.

VENANGO COUNTY

Franklin

Training of Household Aides in course in Household Service by Work Projects Administration;
Child Care course to be requested of Department of Public Instruction.

WARREN COUNTY

Warren

Training of Household Aides in course in Household Service by Work Projects Administration;
Child Care course to be requested of Department of Public Instruction.

WAYNE COUNTY

Honesdale, Beach Lake, Newfoundland

APPROVED Hotel Service Training courses in operation, sponsored by the local school districts.
Training waitresses, bus boys, switchboard operators, chambermaids, clerks, etc.
Application filed for renewal of Power Sewing Machine Operation course.

RECOMMENDATIONS

RECOMMENDATIONS

The unusual experiences that accompanied the organization, development, and operation of the Pennsylvania Job Mobilization Program have provided excellent opportunity for observation of those varied influences and activities that are associated with the Commonwealth's No. 1 problem -- unemployment and relief.

From these experiences it was natural that we be prompted to prepare a number of definite recommendations for a continuing approach to the best possible solution to the problem. These recommendations are presented for the consideration of the Governor and the members of local and State Government divisions. They are based on first-hand observation of conditions and the handling of all possible phases of the problem covering a period of five and one-half months.

COUNTY PARTICIPATION IN RELIEF

Based on a general consensus of opinion throughout the State, we recommend a legislative revision to the present Public Assistance Laws to make mandatory County participation in relief control and costs on a percentage basis, but subject to supervision by the State Department of Public Assistance who shall set standards as to eligibility for relief, personnel, and control of accounting and expenditures.

According to the Council of State Governments, only four states bear all of the costs of direct relief. Those states are Pennsylvania, Arizona, Arkansas and Louisiana. In twelve states the cost is carried entirely by local governments. In the other thirty-two, responsibility is shared by state and local governments, eighteen of the states meeting 50 per cent or more of the relief costs, and fourteen contributing less than 50 per cent.

Since the relief programs of Arizona, Arkansas and Louisiana do not compare with ours in coverage or cost, Pennsylvania continues to be unique among industrial states in the State Government's complete assumption of the cost of relief.

This situation and the mounting general fund deficits due to State relief costs, prompt the recommendation that county participation in the administration and cost of relief would help to create a much needed brake upon expenditures in this field.

There is much to be said for localizing the cost of relief administration if local districts are required to provide part of the necessary funds. Local districts then will be spending their own money, raised by local taxation processes, in addition to assuming responsibility for the spending of other tax monies that come virtually as a gift from the State. As long as the Commonwealth continues to furnish 100 per cent of the relief money, and the counties or other local districts are not required to supply any part of the relief cost, then there will be no change in the existing psychology that is automatically created through an almost univeral indifference to the mounting cost of relief.

In other words, when the taxpayer is aware that an extra tax burden is being placed upon his shoulders to carry a share of the local relief load, he will be influenced to do all in his power to see that every relief dollar produces a maximum amount of relief. The Commonwealth should supervise the operation and require local governments to watch the cost of relief according to a rational formula. Then there will be real incentive to keep the relief rolls down to the needy.

If a county is spending its own money on relief measures, its citizens will be more tax conscious and more attentive to the method of

spending than if the funds come entirely from other sources. Citizens know their neighbors' needs. No necessary funds will be withheld from the worthy; neither would the questionable nor the unworthy cases share in funds which come from the pockets of local taxpayers.

Thus the adoption of a policy of decentralizing relief control and costs might very readily lead to a lessening of the relief burden for all.

A return to a simpler, more responsive relief setup alone will bring the cost down and keep standards up. When somebody else will assume the burden, the tendency always is to let him carry it, and to increase it. Families pass the burden to cities, cities hand the load over to the states, states deposit it in the lap of the nation, and each time the burden is passed the cost increases.

PLACEMENT SERVICE FOR RELIEF RECIPIENTS

There is a definite need for the establishment of a more complete placement service in the local or county offices of the Department of Public Assistance to supplement the work of the State Employment Service, and to function in a positive manner in the exclusive placing of employable relief recipients in jobs. The County Offices of the Public Assistance Department are charged with the administration of relief. Under the Pierson Act the Relief Work Projects Division of the Department of Public Assistance is charged with the responsibility of promoting relief work projects of a public nature, and referring relief recipients to private employment when and as requested by private employers. However, there is no one person, department, or agency charged with the specific duty of seeking, soliciting, or promoting jobs exclusively for employable relief recipients.

The State Employment Service, by policy, is required to refer the best fitted registrant to a job, thus eliminating the sub-standard registrant except where there are labor shortages.

We recommend there be established in each county or local office of County Boards of Assistance, such a division or placement service to consist of one or more qualified personnel, selected from the present staff where possible, and charged exclusively with the duty of seeking, promoting, and placing employable relief recipients in jobs, and that the services of such person or persons be given merit rating based on the placements made.

Such a division or service should be assisted by volunteer citizens' committees which are authorized under the Van Allsburg Act. Such a function might readily be performed through an enlargement or extension of the present duties of the Relief Work Project Division or by the assignment of personnel to the State Employment Office whose salaries would be paid by the Public Assistance Department.

Through such a program stress should be placed on securing employment for the relief recipient, looking toward an eventual solution of the problem, rather than focusing major attention on the purely administrative detail of disbursing assistance funds.

OCCUPATIONAL TRAINING AND RETRAINING

Continuance of the Program

Since it will be impossible to obtain any substantial Legislative appropriation for a highly desirable continuance of the occupational training and retraining program for in-school and out-of-school youth and adults, before the General Assembly meets in January, 1941, and the way has been paved for legal participation by County Boards of Assistance as

an authentic relief reduction measure, it is recommended that the Department of Public Assistance, with the cooperation of the Departments of Public Instruction and Commerce, and the State Employment Service of the Department of Labor and Industry, direct immediate attention to this program that is designed to take thousands off of relief rolls through preparing them for jobs that will assist in meeting the state-wide shortage in skilled labor.

A splendid opportunity is at hand. Seventy requests for Woodside Act vocational training and retraining projects, made to the Department of Public Instruction or reported to Job Mobilization Headquarters, still are pending. They represent possibilities for early reduction of the cost of relief.

State Teachers Colleges as Technical Training Schools

Because there has been an over-supply of teachers prepared for positions in the public schools, and much criticism has been leveled at the fourteen State Teachers Colleges in Pennsylvania for continued capacity preparation of teachers, it is strongly recommended that the Commonwealth consider the inclusion in each of these institutions one- and two-year advanced technical training courses for qualified young men and women who are unable to pursue a four-year college course, such training to be terminal in character. As an alternative it is recommended that the State entirely convert from three to six of the State Teachers Colleges into Junior Vocational Colleges, selection being based upon accessibility of location to the greatest number of prospective students, and the facility with which the colleges might be converted to the purpose intended.

In either plan, the advanced vocational courses should be terminal in character, that is, they should be so planned as to permit students to

qualify for employment upon completion of a one - or two-year course. It should be noted that three of the existing State Teachers Colleges now specialize in the preparation of industrial arts teachers, Millersville, California, and Cheyney (Negro), and each should be continued in this capacity, offering immediate advantages to conversion. It is suggested that the Governor and the Superintendent of Public Instruction confer on the establishment of a commission to make an immediate and thorough study and report on this recommendation.

Apprenticeship Training

The Department of Labor and Industry should inaugurate a Field Service for the Pennsylvania Apprenticeship Council, to facilitate and expand the services of the Council, and to encourage the reopening of apprenticeship training opportunities within industry.

Pennsylvania labor will certainly cooperate in all movements that are directed toward reasonable expansion of apprentice training in private industrial plants and factories, with the objective a restoration of the method by which the two preceding generations of Americans turned out some of the world's finest mechanics.

Industrial organizations and industrial leaders will lend every encouragement to school and labor groups and to the State Employment Service in providing for expansion of the training of apprentices and learners in the various skilled trade classifications.

It is recommended that steps be taken within the Departments of Labor and Industry and Public Instruction better to coordinate the activities of the two existing Pennsylvania Apprenticeship Councils (one on Standards and one on Education), or to merge the two Councils

into one, in order that there may be no conflict or confusion in the operation of an adequate State program of apprenticeship training.

Counseling and Placement for Juniors

It is recommended that the State Employment Service consider immediately the addition of an Occupational Information and Counseling Section in order better to serve youth represented in its registration files, a project that should develop into the establishment of a Junior Employment Service of the State Employment Service, to function in close cooperation with the public schools in order that placement opportunities for youth may be increased and improved. This Service should be equipped to provide current information on occupational trends and opportunities, vocational training and retraining opportunities, and provide for vocational guidance, placement, and follow-up.

Unemployment Survey

The Job Mobilization's "Vocational Training Study of Employables on Relief" revealed that approximately 23 per cent of employables on relief are eligible to receive some type of vocational training or retraining that would qualify them for jobs as employment becomes available. The survey covered only those primary employables who were on relief during April, 1940. There are thousands of others who are unemployed and who are not listed on relief or W.P.A. rolls, and for whom there has been no way of telling how they may be equipped for employment. Such a survey is highly desirable. Also, a study should be made of all youth and adults currently on relief and classified as unemployable -- the unemployables representing about two-thirds of the total number of persons on relief, of which total the number of adults is unknown -- in order that as many as possible might be rehabilitated for employment and made eligible for removal from relief rolls.

Education

The Department of Public Instruction is urged to take advantage of the headway that has been gained in the Campaign to reduce relief and the great pool of the unemployed through efforts directed toward the following objectives:

a. Immediate appointment of a Chief or Director of an Occupational Information and Guidance Service to assist local school districts in handling occupational adjustment problems with the cooperation of a similar service recently established in the United States Office of Education; half of the salary will be paid from Federal funds.

b. Encouragement of local occupational surveys by School Districts in cooperation with local representatives of the State Employment Service, and application of results of such surveys to possible revisions of the school curriculum.

c. Encouragement of reasonable expansion of in-school vocational training for youth and the training and retraining of out-of-school youth and adults under State and Federal financial aid provisions.

d. Early attention to promotion of Part-Time Cooperative Industrial Education projects with industry, particularly in industrial communities where school shops are not now available; also promotion of Retail Sales Training under the George-Dean Act of Congress, and promotion of Household Service Training.

e. Stimulation of school district cooperation in providing for vocational education facilities in any new building expansions that are contemplated, and encouragement of General State Authority and Park Projects Administration cooperation, with the approval of the State Council of Education, in building and financing new vocational school buildings where the need exists. Consideration should be given in such cases to a revision of the school curriculum looking forward to a reallocation of funds used for less important phases of education.

f. Continuation of efforts to obtain the cooperation of the Pennsylvania State Nurses' Association and the Pennsylvania State Board of Examiners for the Registration of Nurses, to the end that adequate instructional courses and services be made available for the training of "Household Aides", workers who are equipped to provide elementary care for invalids and convalescents in families within the low income brackets.

Need for Additional State Funds for Vocational Education

Since it has been established elsewhere in this report that carefully planned and directed vocational training and retraining for qualified youth and

adults will provide an assured opportunity for reduction of the relief rolls, it is recommended that a definite allocation for such training and retraining be provided by the 1941 Legislature in its biennial appropriation for Public Assistance, such projects to be conducted in keeping with suggestions presented on Pages 129 to 132. (This section reveals that 23 per cent of employables on relief are physically and mentally capable of undertaking training for skilled or semi-skilled occupations with profit to themselves, the State, and the community. This percentage represents approximately 36,300 individuals as of April, 1940.)

The recommended allocation should be disbursed on a basis of need and requirements as set forth in Job Mobilization Bulletin No. 7 (See Supplementary Exhibit 3-9, Page 2) which outlines basic principles for selection of courses and enrollees, chiefly through assurance that definite jobs await trainees and that relief recipients preferably constitute a majority in each training class. Disbursement of funds should be through the Department of Public Assistance, and the organization, recruitment, and operation of classes in public schools and industrial plants should be with the cooperation of the Departments of Public Assistance, Public Instruction, Commerce, and the State Employment Service.

It has been estimated that approximately 60,000 unemployed individuals are available who could profit through vocational training and retraining. The survey previously referred to (Pages 129-132) indicates that 60 per cent of these are to be found on relief rolls and the remainder would be potential relief recipients. Since it probably would be inadvisable to attempt to train all of these at one time, it is recommended that effort be made to provide for no more than 30,000 per year for the next biennium. At an estimated cost of but $25.00

per trainee, a maximum of $750,000 a year, therefore, might be allocated for this purpose from the regular State relief appropriation.

If a substantial number of the 36,000 relief recipients are thus able to remove themselves from the relief rolls through obtaining jobs as a result of vocational training or retraining, the saving to the State in Public Assistance appropriations would more than pay for this investment in vocational education expansion. Current or potential relief recipients could be provided with abilities to earn a living and be ready to fill important industrial posts in time of national emergency, or for the need that soon may be presented for manning industry for national defense.

STATE, COUNTY, AND LOCAL EMPLOYMENT COUNCILS

The problems of unemployment, relief, occupational retraining, vocational education and the encouragement of new industry by an available labor supply are so intimately related as to require for efficient control and direction the establishment of centralized State administrative agency to determine policy, procedure, and necessary funds in carrying on a program. Through a State Employment Council the necessary uniform policies can be determined and correlated with existing services of State Departments to meet the needs of labor and industry of the State, particularly in view of the national defense program which will tax the production capacity of the industries of the State, and the constantly increasing shortage of skilled labor.

The State Employment Council should be composed of the Secretaries of Labor and Industry, Commerce, Public Assistance, and Education, who should be authorized to appoint County and Local Employment Councils of private citizens together with representatives of the respective State Departments.

The purpose and duties of these State, County, and Local Employment Councils should be:

1. To stimulate employment through increased business and industrial activities and the development of new business and industry within the State and within the local community.

2. To educate the public with regard to the problem of unemployment and relief.

3. Currently to compile and publicize the type and location of available labor supply and shortages.

4. To develop State and Community programs of occupational adjustment in conjunction with vocational training and retraining programs.

5. To encourage the personal interest and responsibility of the citizens of the state for the development of policies and procedures necessary for both a permanent solution of the unemployment problem and assistance to the unemployed until they again may become self-sufficient.

6. To act as a clearing house between governmental departments and interested state organizations for all ideas concerned with employment, unemployment, and relief.

7. To appoint Advisory Committees from industry, labor, and interested associations to assist in the functions of the State, County, and Local Employment Councils.

The operation of the Employment Councils to be carried on through the coordination of duties and cooperation of the local representatives of the State departments involved, aided by citizens' committees appointed by the State Council.

If necessary, legislative authority should be obtained to permit the establishment of this program of State, County, and Local Employment Councils.

Respectfully submitted,

W. D. Fuller

WALTER D. FULLER, Chairman
Job Mobilization Committee.

Wm. A. Hemphill

WILLIAM A. HEMPHILL, Executive Director
Job Mobilization Committee

SPECIAL STUDIES

SPECIAL STUDIES

SPECIAL STUDIES

From the very start of the Job Mobilization Program special studies were begun and were continued throughout the campaign. The purpose was to obtain current information for the use of the various committees, and to serve as a guide to the Chairman and Headquarters Staff in determining the policies and the direction of the Campaign efforts to meet the problems that arose constantly as a result of changing trends in employment, relief, business, and industry.

In order to determine the cost of relief and its relation to the state tax burden, a study was made of the General Fund revenue and expenditures from June 1, 1931 to May 31, 1939. This report developed the startling information that public assistance expenditures had increased from $7,500,000 during the fiscal year of 1931-1932, which amount was 7½ per cent of the total General Fund expenditures for that year, to the sum of $151,000,000 for the fiscal year of 1938-1939 which sum was 35.2 per cent of the total General Fund expenditures for that year. Furthermore, the study developed the fact that from 1931 to May 31, 1939 with the exception of one year, General Fund expenditures have exceeded current revenues, which means the Commonwealth has been living beyond its income. The fact was obscured by the practice of inter-fund loans which began in 1934. The significance and gravity of this condition in its relation to new tax levies in 1941 is developed further in the accompanying report on this study.

Studies also were made relative to Employment and Unemployment in Pennsylvania in order to determine some indication of the numbers of persons involved, the possible sources of employment by industries, and employment trends in Pennsylvania compared with those in the United States as a whole.

Realizing that construction work offered the greatest opportunity for the unskilled unemployed, a study was made of the volume of construction needed to absorb the estimated number of the unemployed.

Continuing studies were made on Unemployment Relief in Pennsylvania, and finally a comparative study of the relief problem in Pennsylvania and seven other comparable industrial states developed the significant fact that the relief trend in Pennsylvania was relatively better.

The special studies are presented with brief text or in full, depending upon their significance and use during the Campaign, or their further reference and treatment in other parts of the general report. For ease in referring to the studies, they are listed in the order in which they occur in this section of the report.

Below is a list of the Special Studies presented on the following pages of this section of the report:

Taxation and Fiscal Affairs of Commonwealth of Pennsylvania
June 1, 1931 to May 31, 1939.

Studies Relative to Employment and Unemployment

Estimated Total Employment and Unemployment

The Sources of Employment for Pennsylvania's Employed

Employment and Business - Pennsylvania and the United States

Increased Construction as an Aid to Industrial Recovery

Unemployment Relief

Trends in the Relief Program

The Relation of the Unemployment Relief Load to Employment Conditions

Effect of Private Employment on the Relief Rolls

Unemployment Relief In Pennsylvania and Other States

Status of the Appropriation for Public Assistance

Relation of Total Unemployment and Relief

Unemployment Relief (Continued)

Relative Importance of Unemployment Relief by County

Unemployment Relief Cases and Persons by County

Vocational Training Study of Employables on Relief

STUDY OF TAXATION AND FISCAL AFFAIRS OF THE COMMONWEALTH OF PENNSYLVANIA

Foreword and Submission of Report

At the beginning of the Campaign a Tax Accountant was borrowed from the Auditor General's Department, and under the supervision of the Executive Director, Dr. Leonard P. Fox of the State Chamber of Commerce and Clarence L. Turner, C.P.A. of Philadelphia, a study of the taxation and fiscal affairs of the Commonwealth of Pennsylvania was made.

The purpose of the study was to ascertain the tax source and the amount of monies secured from same together with the relative costs of Government and relief.

The report when completed was submitted to Dr. Edward B. Logan, Budget Secretary who approved the financial statements.

In view of the important facts presented in this report and the frequent use made of the information contained therein throughout the Campaign, we are presenting it in the following order:

A SUMMARY STATEMENT OF THE STATE TAXATION AND FISCAL SITUATION BASED ON THE STATISTICAL REPORT AND EXHIBITS PREPARED BY THE JOB MOBILIZATION COMMITTEE, FOR THE PERIOD FROM JUNE 1, 1931 TO MAY 31, 1939.

The mounting cost of public assistance, about two-thirds of which goes to general assistance or relief, was responsible for the imposition and extension of the State's emergency tax program.

From the year ended May 31, 1932 through the year ended May 31, 1939, General Fund expenditures increased from $100,000,000 a year to $226,500,000, an increase of 126 per cent. For the same period, public assistance expenditures soared from $7,500,000 to $132,000,000 a year, while the non-public assistance expenditures remained well below the one hundred million dollar level, except for one year.

Since 1931-1932, the Commonwealth has spent over one-half billion dollars for public assistance. The growing burden of public assistance may be guaged by the portion of the General Fund dollar spent for this purpose. Beginning with 7.6 cents in 1931-1932, the public assistance portion was nearly eight times as large eight years later, according to the following tabulation, which also shows separately the portion spent for general relief and special types of public assistance:

Portions of General Fund Spent for Public Assistance, 1938-1939

Year	Public Assistance As A Whole	General Relief	Other Assistance
1931-32	7.6¢	5.5¢	2.1¢
1932-33	21.7	19.8	1.9
1933-34	30.6	29.0	1.6
1934-35	20.7	16.5	4.2
1935-36	46.9	38.3	8.6
1936-37	48.0	35.9	13.1
1937-38	49.7	33.9	15.8
1938-39	58.2	41.9	16.3

The remainder of the General Fund dollar spent in 1938-39 was distributed as follows:

Public Education	18.1¢
Public Health and Welfare	9.2¢
Protection to Person and Property	8.8¢
General Government	4.4¢
Conservation of Natural Resources	0.7¢
Interest, Sinking Fund and Miscellaneous	2.6¢
Total	41.8¢

What is the General Fund, from which 58 cents of every dollar spent in 1938-1939 went for public assistance? In the first place, it is the fund from which legislative appropriations for the support of state departments, agencies and institutions are paid, with some exceptions to be noted later. Secondly, the General Fund is made up mainly

of permanent and emergency tax receipts, the most important of which are listed here, together with the item of state liquor store profits:

Tax	Yield 1937-1939	Per cent of Total Gen.Fund Receipts
Corporate)Bonus)Capital stock and franchise)Bank Shares)Insurance premiums)Net Income)Utilities gross receipts	$ 146,600,000	38.44
Inheritance and transfer	48,000,000	12.57
Liquor Store profits	32,000,000	8.39
Gasoline Tax (1¢)	27,800,000	7.30
Malt and beverage taxes	29,700,000	7.78
Personal property	24,000,000	6.30
Cigarette tax	18,600,000	5.89
Total	$ 326,700,000	86.67

Thus six corporate and six non-corporate tax sources accounted for over 86 per cent of the General Fund receipts for the last biennium. The largest revenue producer was the inheritance tax (2 per cent direct, 10 per cent collateral), followed in order by the 7 per cent corporate net income tax ($44,500,000) and the 5-mill tax on capital stock of general business corporations, $42,000,000). Though smaller in individual yield, the group of selective sales taxes (liquor store profits, gasoline, malt beverages and liquor taxes, cigarettes and merchantile license) supplied $119,000,000 or 31.20 per cent of the General Fund's revenues in the biennium.

Out of the total General Fund revenues of $421,400,000 for 1937-1939, the permanent taxes yielded $179,000,000 and the new emergency taxes $156,425,000. The latter, however, did not include the returns from complete application of the capital stock tax to manufacturing

corporations, classified as a permanent levy but enacted in 1935. In addition to the capital stock tax extension, the emergency tax program includes the 7 per cent tax on corporate net income; the 12-mill extra tax on utilities gross receipts; the 5-mill extra tax on trust company shares; the 4-mill extra tax on shares of state and national banks; the 3-mill extra tax on corporate loans; the 4-mill tax on intangible personal property; the 1¢ extra gasoline tax for the General Fund; and the 1¢ tax per ten cigarettes.

The monthly expenditures from state funds for public assistance during 1939 are here shown, by months, together with a segregation of general assistance or relief loads and costs:

Month (1939)	Total Expenditures for Public Assistance	Direct Relief - Avrg. No. of Cases	Direct Relief Expenditures
January	$ 10,285,719	258,111	$ 7,207,804
February	10,496,859	254,696	7,407,372
March	11,637,481	254,619	8,354,657
April	10,110,000	246,608	7,325,653
May	10,595,000	244,907	7,696,959
June	10,813,000	238,935	7,437,725
July	10,958,000	250,518	7,614,570
August	12,528,000	273,157	9,220,850
September	12,255,000	273,129	8,805,461
October	11,007,000	253,145	7,820,350
November	9,966,000	218,814	6,656,110
December	9,643,000	205,740	6,301,236
Total	$130,272,859		$91,646,427

The 205,740 average number of cases on direct relief in December, 1939, involves 602,159 persons. Adding to this number the dependent persons covered by categorical assistance - old age assistance, aid to dependent children and pensions to the blind - raises the total number of persons dependent on state public assistance (tax funds) to 792,784.

For the year 1939 to and including October, the weighted average expenditure per relief case was $31.13 per month, or $373.56 per year.

Since emergency taxes to cover the cost of relief were levied to the extent of 37.7 per cent upon corporations, and 62.3 per cent upon individuals for the 1937-1939 period (approximating distribution of the permanent state taxes), the tax saving to corporations would be $140.85, and to individuals $232.73 per year, for each case taken off direct relief. No more cogent argument can be advanced for general cooperation in the objectives of the Job Mobilization Campaign.

Despite doubling the state tax load through imposition of the emergency taxes for public assistance purposes, the Commonwealth General Fund has not been strictly operating on a pay-as-you-go basis. From June 1, 1931 to May 31, 1939 the total General Fund revenues of the Commonwealth were about $1,125,000,000, the total General Fund expenditures for the period were approximately $1,225,000,000. The Commonwealth spent one hundred million dollars more from the General Fund than its current revenue receipts, but used the following sums to meet its bills:

Decrease of the General Fund balance by	$ 46,000,000
Loans from other operating funds, May 31, 1939	26,750,000
Bond issue proceeds	25,000,000
Total	$ 97,750,000

Neither of the three items was a current revenue receipt, yet not all of them should be classed as deficits. Spending the accumulated General Fund balance created no deferred obligation to repay, but use of the bond issue proceeds and special fund loans did create such obligation. Repayment of the bond issue was spread over a period of ten years, but repayment of the special fund loan was required within the following biennium. Hence, for practical purposes, the General Fund deficit as of May 31, 1939, was the inter-fund obligation of $26,750,000 plus unpaid bills or appropriations on that date.

This excess of expenditures over current revenues has a grave fiscal significance. It means that with the exhaustion of the General Fund balance and the general expense bond issue, the Commonwealth began to live beyond its income, but the fact was obscured by the practice of inter-fund loans which began in 1934.

It has been a routine procedure for succeeding legislatures to authorize loans from the special funds to provide General Fund cash for meeting supplementary public assistance appropriations. These loans are made with the expectation that the relief emergency will soon pass and a smaller appropriation will be adequate for the next year or biennium. However, this hope is not realized, and soon after one series of special fund loans has been repaid, another must be made. Future General Fund revenues are regularly "mortgaged" to finance a scale of public assistance spending beyond the annual or biennial resources of the fund itself. The flexible interval between the date of such special fund loans and their repayment, keeps the General Fund in cash but also regularizes a system of deficit financing and obscures it from the general public eye. Should special fund loans suddenly become unavailable for this purpose, or prove inadequate therefore, then the true plight of the General Fund would be disclosed and additional tax levies become imperative unless expenditures were sharply reduced.

Doubtless it is more than a coincidence that the additional money needed for public assistance in the second year of this biennium just about equals the excess of General Fund expenditures over receipts in the 1931-1939 period. A partial explanation is found in the fact that hold-over balances and bond issues have been depleted, and the recurring deficits in the General Fund are accumulating and coming home to roost.

Baldly stated, the $122,000,000 appropriation for public assistance in this biennium will be exhausted by June 1, 1940, compelling the Legislature to find additional means of financing public assistance during the entire second year of this biennius. The amount of the supplemental grant may run as high as $94,000,000, depending upon the future trends in private employment and W.P.A. It is probable that the special session of the Legislature will resort to inter-fund loans to replenish the public assistance purse, thereby postponing to 1941 the vexing question of new tax levies. Financing of public assistance in Pennsylvania is complicated by the fact that our Commonwealth stands virtually alone among the states in relieving local governments of any participation in the cost of direct relief grants.

DETAILED STUDY OF TAXATION AND FISCAL AFFAIRS OF COMMONWEALTH OF PENNSYLVANIA - YEARS 1931-39

Description of Fiscal Affairs of Commonwealth - Years 1931-39.

Under the present constitution of the Commonwealth of Pennsylvania, the borrowing capacity of the Government is limited to one million dollars. The Government, therefore, must operate within a budget, the income for which must be raised through the levy of taxes. Since its only source of income is through levying taxes of various kinds, it must, therefore, determine at the beginning of a fiscal period, what expenses it will incur, and having so determined these expenses it must arrange its tax structure so that the amount of income will be sufficient to meet the necessary expenses.

The Commonwealth of Pennsylvania conducts its fiscal affairs on a "fund basis", that is, specific monies, both income and expenditures, are run through a special funds designated for these purposes.

A description of the funds can best be made by elimination:

There are in existence a number of funds dedicated to special purpose, such as the State Stores Fund, a fund used to operate the State Liquor Stores System, the Veterans' Compensation Fund, the State Workmen's Insurance Fund, the State Insurance Fund, and several others. The revenues of these funds are not created nor derived from general taxation, but rather are special levies imposing upon special entities benefiting from the fund, and which revenues are used to further the particular purpose of the fund. An example of this would be the State Stores Fund, its income being derived from the sale of liquor at the various State Stores, and also various licenses and fees paid by distributors and vendors of liquor and beer. The expense or expenditures of the fund would consist of purchases of liquor, the expenses of operating the stores, and also the expenses of enforcing the act through ex-

aminations of vendors such as breweries, and retail outlets. The net profit derived from the State Stores operations is turned over to the General Fund in a lump sum at intervals during the biennium. The other funds outlined operate similarly, however, other than the State Stores Fund, no other funds transfer money to the General Fund for general use.

The second largest fund in operation is the Motor Fund, which receives all of its revenue from taxes on liquid fuels and motor licenses, fees and fines. Of the three cents per gallon liquid fuels tax applicable to the Motor Fund, one half cent is transferred to the various counties of the State to be used for road building and maintenance purposes.

On the other hand, the expenditures of the Motor Fund are made almost entirely for the purpose of maintaining and constructing highways, and debt service on highway bonds together with support of the State Motor Police, and expenses of the Department of Revenue in collecting fees.

Inasmuch as the minor funds discussed above are special in that their revenues are derived from a particular source, such as a motor vehicle user, and because all of the revenues are used for the benefit of such contributors, the study in the following pages does not include these. Obviously a study of general state revenues and expenditures would be distorted by considering the special funds discussed above.

Likewise Federal Direct Relief Grants and Federal Relief Expenditures were not considered because we are here attempting to show the effect upon the Pennsylvania taxpayer of increasing costs of governmental operations and subsidies. Such Federal Relief Expenditures obviously affect the Pennsylvania taxpayer insofar as Federal Income and other taxes are concerned, but our study must of necessity, exclude such considerations.

Under the Social SecurityAct the Federal Government pays one half of the grants made for old age assistance, and one-third of the grants made for aid to dependent children. It formerly paid one half of the grants made for

aid to the blind, however, this latter arrangement has since ceased, the entire burden of blind pensions now being assumed by the State.

Description of General Fund

All general expenditures of the State Government including public assistance, education and general governmental functions are made from the General Fund. The revenues necessary to meet these expenditures are derived from general taxation, such as taxes on corporations and individuals. A complete description of the taxes is contained in the section of this report beginning on page and the amounts of revenue derived from each type is illustrated in Exhibit A and A1. It is this fund to which our study is confined, and in the pages following there are not only descriptions of types of taxes, but also descriptions of types of expenditures of the General Fund, and various exhibits portraying the percentage of the various types of taxes to the total revenues derived both on a biennial and annual basis.

So far as the transfers between funds are concerned, these are usually cancelled out from biennium to biennium, and were not considered in the statements of actual revenue and expenditures. It must be considered, however, that the General Fund was indebted to other operating funds of the State Government to an extent of approximately $26,750,000 as of May 31, 1939. Bond and tax anticipation note issues and retirements thereof, were likewise not considered in the study. In other words, this study contemplates actual revenue receipts and operating and subsidy expenditures.

Exhibit A - General Fund Revenues - June 1, 1931 to May 31, 1939

This exhibit presents the revenues realized from various types of taxes for the eight year period, together with ratios indicating the percentage that each tax bore to the total revenues for each biennium. It is primarily separated into Corporate Taxes and other taxes. Bearing in mind the fact that all taxes ultimately fall upon the individual either as a consumer or as an owner, the

segregation between corporate and non-corporate taxes is necessarily arbitrary.

We might call attention to the fact that for the 1937-39 biennium, the greatest tax sources were as follows:

Corporation Taxes	38½%
Inheritance Taxes	12½%
Liquor Store Profits	8 %
Gasoline Tax	7 %
Malt Beverage Tax	7½%
Personal Property Taxes	6 %
Per cent of General Fund Revenues Accounted for by above Sub-divisions	70½%

It will be noted that corporation taxes during the 1935-37 biennium yielded $138,000,000 or 40.43% of the total General Fund Revenues, which is a percentage in excess of that of any of the other periods. The explanation of this fact is that beginning with the year 1936, corporation tax reports were made self-assessing, whereas, in the past the tax was not payable until such time as settlements were made by the Department of Revenue. Naturally the usual run of monthly revenues were being received by the Department of Revenue, but in addition thereto, on March 15, 1937 an extraordinary and unusual amount of revenue was received in the department by reason of taxes remitted by corporations which theyadmitted to be due for the year 1936.

Exhibit A1 - General Fund Revenues by Years

In order to more graphically portray the trend in State revenues, this exhibit is presented to show the amounts of annual revenue receipts, together with the percentages applicable to each type of tax.

Exhibit B - General Fund Expenditures - June 1, 1931 to May 31, 1939

This exhibit presents a classified comparison of operating expenditures for the periods under review. Such statement has been adjusted for comparative purposes and indicates primarily that while General Assistance Expenditures and Special Assistance constituted only 14.8% of General Fund Expenditures in 1931-33, General Assistance Expenditures amounted to 38%, and other Assistance Expenditures

amounted to 16% or a total of 54% during the 1937-39 biennium.

Exhibit B1 - General Fund Expenditures by Years

In order to more graphically present the expenditures of the State Government, this exhibit presents the annual expenditures rather than the biennial expenditures, in order that the trend in the increase of state costs and subsidies may be more clearly shown. This exhibit indicates that for the year 1938-39 the General Assistance Expenditures amounted to 41.9% and categorical expenditures amounted to 16.3% of the General Fund total expenditure, or a total of 58.2% for Public Assistance.

Schedule 1 - Emergency Tax Receipts (General Fund)

In order to meet the rising relief costs, specific emergency tax acts were enacted in 1935 and later years, the proceeds of which taxes were considered applicable to and necessary for relief purposes. The schedule of such taxes which are also included in Exhibit A - General Fund Revenues, are set forth in Schedule 1. A comparison of the ratios in Exhibit A indicates, however, that the additional cost of relief has been born by corporate and non-corporate taxpayers in approximate proportion to that formerly existent.

In General

The total receipts for the eight years, from June 1, 1931 to May 31, 1939, which receipts are enumerated in Exhibit A, are approximately $1,125,000,000, whereas the total expenditures for the same period, per Exhibit B, total approximately $1,225,000,000. Most of the difference between receipts and expenditures, is accounted for by consideration of the following items:

The General Fund Cash Balances decreased in the period	$46,000,000	
Balance owing to other operating funds, May 31, 1939	26,750,000	(a)
Bond issue proceeds not included in receipts	25,000,000	
	$97,750,000	

The actual "deficit" existing as of May 31, 1939 was, of course, the above mentioned inter-fund obligations of $26,750,000, plus unpaid bills or appropriations as of that date.

This would seem to indicate that the Commonwealth's General Fund fiscal activities have not resulted in a "pay-as-you-go" policy, and that should this condition continue, one or more of three alternatives must take place:

(1) Increased taxes to produce sufficient revenues
(2) Decreased government costs and subsidies (Relief primarily)
(3) Increased debt (subject to constitutional limitations)

So far as the 1939-41 biennium is concerned we are advised by the Budget Office that the estimated revenue from taxation and other sources are believed to be sufficient to cover all present appropriations for the biennium. It is probable that all appropriations for the various departments are sufficient to meet the operating expenditures and subsidies of these departments with one notable exception, namely the Department of Public Assistance. The appropriation made for the Department of Public Assistance is approximately $121,000,000, whereas, it is estimated that this appropriation will be sufficient to last only until June 1, 1940, whereas, there is an extra year, namely from June 1, 1940 to May 31, 1941, to be covered in the biennium. At the present rate of assistance expenditures, it is estimated that the assistance requisite for the second year of the biennium will be approximately $100,000,000, which amount must be met either by additional taxation, bond issues, or the amount of the appropriations for the second year of the biennium must be materially reduced, or a diversion of funds must take place as in (a) above.

We have not attempted to make more than a cursory interpretation of the statistics presented, however, as stated above, we believe the presentation of the facts above to be substantially correct, subject to the foregoing qualifications.

Approved:
Clarence L. Turner, C.P.A.
Leonard P. Fox, Ph.D.

Prepared by:
James J. Mahon, CPA.
Submitted by:
William A. Hemphill,
Executive Director
Job Mobilization Campaign

DESCRIPTION OF VARIOUS TYPES OF TAXES
COMMONWEALTH OF PENNSYLVANIA

Bonus, Foreign - The bonus which is technically not a tax is a source of revenue derived from foreign corporations operating within Pennsylvania, and is imposed at the rate of one-third of one per cent upon the amount of their capital actually employed or to be employed wholly within the State of Pennsylvania, and a like bonus upon each subsequent increase of capital employed. The term "capital employed" has been construed to mean tangible property such as land, buildings, inventories, etc., located within the Commonwealth, the value of which is multiplied by one-third of one per cent, in order to determine the amount of the bonus.

Example: A foreign corporation having a million dollars worth of inventories and buildings in Pennsylvania would pay a bonus of $3,333.33.

Bonus, Domestic - This source of revenue which is technically not a tax is imposed upon domestic corporations at the rate of one-fifth of one per cent upon the amount of the capital stock which the corporation is originally authorized to have, and upon the amount of actual increase of the capital stock subsequent to the original authorization.

Example: A domestic corporation with an original authorized issue of capital stock of one million dollars would pay a bonus of $2,000. Should it subsequently issue an additional $500,000 capital stock, it would be liable for further bonus of $1,000.

Capital Stock Tax - Until 1935 both domestic and foreign corporations were subject to the capital stock tax. However, as outlined below the franchise tax superseded the capital stock tax as applied to foreign corporations operating within Pennsylvania with the result that domestic cor-

porations only are liable for capital stock tax. The capital stock tax is considered to be the most elastic form of revenue in effect at the present time due to the fact that as later illustrated it is imposed upon the actual value of the capital stock of a domestic corporation. While the Department of Revenue is bound by various court decisions, however, it has some discretion in the matter of appraising the actual value of the capital stock of the various corporations coming before it.

As a practical matter the capital stock of a corporation for both capital stock and franchise tax purposes, is appraised by the taxing officers, and is presumably based on their judgment after consideration of the earnings, both current and average, the dividends, the actual value of the assets considering indebtedness, the average selling price of the stock, and all other pertinent factors affecting the valuation.

Ordinarily a fair result of the value based on earnings of an industrial company would be a ten per cent capitalization of earnings, and of utility companies on eight per cent capitalization. There is no formula used by the Department of Revenue, but as a matter of practice the factors are given the weight indicated above.

In order to arrive at the tax, an apportioning faction is applied to the actual value of the capital stock and the resultant taxable proportion is multiplied by five mills. The apportionment fraction represents the total assets less statutory exemptions over the total assets.

Example:

Total Assets		$1,000,000
Less Exemptions:		
Stocks of Other Pennsylvania Corporations	30,000	
United States Securities	30,000	
Commonwealth of Pennsylvania Bonds	40,000	100,000
		$ 900,000

$\frac{900,000}{1,000,000}$ X 50,000 = 450,000
(Capital Stock Valuation) (Taxable Proportion)
X 5 mills = $2,250 Tax.

Franchise Tax - As explained above, this tax superseded the capital stock tax applied to foreign corporations operating within Pennsylvania and is at the rate of five mills on that portion of the franchise that is exercised within the Commonwealth. The Legislature has recently been sustained in the constitutionality of this act, the Supreme Court of Pennsylvania holding that the tax is an excise or "privilege" tax. We are advised that the statute was based on a similar statute enacted some years before in the State of Massachusetts, but its applicability to certain types of corporations such as foreign holding companies is questionable.

The tax is determined by applying to the actual value of the capital stock three allocating factors consisting of the proportion of tangible property in Pennsylvania to total tangible property owned; the wages, salaries, and commissions allocable to Pennsylvania, to the total wages, salaries and commissions, and the gross receipts allocable to Pennsylvania as compared to the total gross receipts everywhere. The resultant value of the franchise employed in Pennsylvania is multiplied by five mills in order to arrive at the amount of the tax.

Example:

Tangible Property in Pennsylvania / Total Tangible Property	50,000 / 500,000	10%
Wages, Salaries and Commissions in Pennsylvania / Total Wages, Salaries and Commissions	80,000 / 400,000	20%
Gross Receipts Assignable to Pennsylvania / Total Gross Receipts	450,000 / 1,500,000	30%
		3)60%
		20% x 1,000,000 (Capital Stock Value)

= 200,000 X 5 mills = $1,000 Tax.

Tax on Shares of Banks and Trust Companies - Until December 31, 1935 this tax was imposed at the rate of four mills on State and National Banks located within Pennsylvania, and five mills on the shares of Trust Companies. Beginning January 1, 1936 the shares of all three types of entities became taxable at the rate of eight mills. The difference of four and three mills respectively constitute emergency taxes enacted for relief purposes.

While technically a tax on the shares in the hands of Pennsylvania residents, as a practical matter the tax is paid by the banks and trust companies in their own right, and no apparent penalty has been imposed upon the share holders in the form of deductions from dividends, etc.

Example: In 1939 the tax on a National Bank might be computed as follows:

Book value of Capital Stock, Surplus and Undivided Profits		$1,200,000
Deduct: Worthless notes and discounts	50,000	
Depreciation of Securities held to market	150,000	200,000
Actual Value of Shares		1,000,000
Tax Rate		8 mills
Tax		$ 8,000

Insurance Premiums Tax - All foreign insurance companies operating within Pennsylvania are taxed at the rate of two per cent of their gross premiums (subject to exemption described below) unless the home state of the company imposes a higher rate on Pennsylvania companies operating therein, the resultant rate in many instances being retaliatory and higher than two per cent.

All domestic stock fire companies and stock casualty companies are taxable on their gross premiums at the rate of eight mills. Domestic stock life and mutuals are exempt.

The taxable gross premiums are all gross premiums less reinsurance premiums paid to authorized companies under contracts made or executed within Pennsylvania, and upon which the receiving company pays the tax, also premiums returned to policy holders and dividends paid to policy holders by mutual companies.

It might be well to state that the two per cent tax levied upon foreign fire insurance companies is applied to a foreign fire insurance tax fund, which fund is to be used for the benefit of fire departments of policy subdivisions of the Commonwealth.

Example: Foreign fire insurance companies gross premium tax for 1938 -

Taxable gross premiums	$1,000,000
Tax Rate	2%
Tax	$ 2,000

Corporate Net Income Tax - This tax was first enacted to become effective for the year 1935, and is one of the so-called emergency tax measures, the proceeds of which are to be allocated for relief purposes. The rates varied from six per cent in 1935, to ten per cent in 1936, and seven per cent each year thereafter. The tax base is the income of both foreign and domestic corporations reported to the United States Bureau of Internal Revenue as taxable income less statutory deductions for dividends received and taxes paid to the Federal Government. The resultant income, if wholly assignable to Pennsylvania, is multiplied by the tax rates enumerated above, resulting in the amount of tax payable to the Commonwealth. In the case of a company not operating wholly within Pennsylvania, whether it be a domestic or a foreign company, the income is apportioned by the use of the same three allocation factors described under the franchise tax above.

Example:

Amount of Net Income Taxable under Federal Income Tax Acts		$1,000,000
Less Statutory Deductions:		
Dividends received	$100,000	
Federal Income Tax	150,000	250,000
		750,000
Percentage of income assignable to Pennsylvania (See allocation factors under franchise tax)		20%
		150,000
Tax Rate		7%
		$ 10,500

Gross Receipts Taxes - Most of the revenue derived under this form of tax is realized from the tax on gross receipts of Public Service Companies whose gross sales are taxable at the rate of fourteen mills for the years up to January 30, 1938, and thereafter at the rate of twenty mills. The companies subject to this tax are railroad, telephone, telegraph, electric light, and other similar utilities.

There are other forms of gross receipt taxes in effect such as a tax at the rate of eight mills upon the gross receipts of individual motor transports, but a statutory credit for license fees paid to the Bureau of Motor Vehicles makes this tax practically ineffective.

There is also a tax on the gross receipts of private bankers, however, there are so few private bankers located in Pennsylvania that this source of revenue is practically nil.

Example of tax computation of a public utilities company for six months ending December 31, 1938:

Example:	Gross Receipts derived from sales of service	$2,000,000
	Tax Rate	20 mills
	Tax	$ 40,000

Inheritance Taxes - Generally speaking the inheritance tax is imposed upon the heirs of a decedent at the rate of two per cent of the value of the inheritance to lineal heirs, and ten per cent to collateral heirs. In ascertaining the clear value of the estate, certain deductions are allowed in the form of debts of the decedent, funeral expenses, etc. A Pennsylvania Estate Tax in excess of the two and ten per cent is also imposed to coincide with the credit allowed the estate under the Federal Estate Laws, however, such computation is highly technical, and for purposes of our discussion will be eliminated.

Example:	Gross estate of decedent	$1,000,000
	Less debts, funeral expenses, etc.	200,000
	Clear Value of Estate	800,000
	Amount bequeathed collateral heirs	400,000
	Amount bequeathed lineal heirs	400,000
	Computation of Tax 400,000 x 10% - 40,000	
	400,000 x 20% - 8,000	
	Total Tax	$ 48,000

Gasoline Tax - Until the year 1939 the liquid fuels tax was three cents per gallon, two and a half cents of which was applied to the Motor Fund, and used for the construction of highways, etc. However, an additional one cent per gallon was imposed by the 1935 Legislature and allocated to the general fund for relief purposes.

Malt Beverage Tax - A tax of $1.24 per barrel of malt beverage (beer) was originally imposed in 1933 by the Legislature. Such tax is imposed upon the sale of malt beverage as differentiated from the five dollars per barrel Federal Tax imposed upon the manufacture of malt beverages.

Personal Property Tax - This form of tax was the re-enactment of an old statute, and was first effected for the year 1936 at the rate of one mill (for state tax purposes) and for the years following at the rate of four mills. It is a so-called emergency tax, all of the proceeds of which were allocated for relief purposes.

Generally speaking, all intangible wealth owned by Pennsylvania residents is subject to the tax at its actual value on the day designated by the Department of Revenue, which is usually the second or third day of January. Stocks of corporations paying a capital stock tax or franchise tax to the Commonwealth, or bonds of corporations paying corporate loans tax, are subject to exemption under the Personal Property Tax Acts.

Example: Total value of intangibles owned by

Pennsylvania residents		$1,000,000
Less Exemptions: U. S. Securities	100,000	
Stocks of Pennsylvania Corporations	200,000	
Total Exemption		300,000
Taxable Securities		700,000
Tax Rate		4 mills
Tax		$ 2,800

Loans Taxes - (Corporate loans and political sub-divisions) All foreign corporations having their Treasurer or Assistant Treasurer located in Pennsylvania and all domestic corporations and political sub-divisions file reports annually with the Department of Revenue, indicating the total indebtedness issued by such entities and the holders of such indebtedness. These entities are required to deduct from interest payments to indebtedness holders, eight mills loans tax paid on the face value of the indebtedness. Such tax is accordingly remitted to the Department of Revenue.

While the loans taxes were generally four mills prior to 1935, an additional mill was added by the 1935 Legislature applicable to the year 1935, and an additional three mills for the years following, bringing the total rate up to eight mills. The additional four mills so added is a so-called emergency tax, and allocated specifically for relief purposes.

Example: Total outstanding indebtedness upon which

interest was paid		$1,000,000
Less indebtedness held by holders		
National Banks	100,000	
Outside residents	100,000	
Corporations	100,000	300,000
Balance taxable		700,000
Tax Rate		8 mills
Tax		$ 56,000

Cigarette Tax - An emergency tax of two cents per pack of twenty cigarettes was enacted by the 1935 Legislature as a so-called emergency tax, the proceeds of which are applied for relief purposes.

Institutional Reimbursements - From state owned and operated institutions, particularly hospitals, certain income is derived from patients and inmates who are able to pay for services rendered. Naturally charity patients, etc., provide no revenue in the form of institutional reimbursement, so that this form of revenue is nothing more than a reduction in cost of operating state owned and operated institutions. The counties pay about half of the costs of indigent patients in mental hospitals and a considerable share of the cost of maintaining prisoners in penitentiaries.

OPERATING EXPENDITURES OF STATE GOVERNMENT
(GENERAL FUND)
CLASSIFIED BY PURPOSE

In the schedule dealing with the General Fund Governmental Expenditures, the classification by purpose deserves some explanation of methods used to so classify and also the component parts of each subdivision. The following comments therefore, indicate the nature of the types of expenditures included in each classification:

Relief - (General Assistance) - Only state funds expended for direct relief are herein included, Federal Grants for this purpose not having been considered through the General Fund. In the eight years covered, from June 1, 1931 to May 31, 1939, the Commonwealth, therefore, expended approximately $384,000,000 for direct relief, exclusive of the amounts expended for Mothers' Assistance, Old Age Pension and Blind Pension, all of which are discussed below.

Of the $384,000,000 mentioned above, $27,000,000 was expended in the two years ending May 31, 1933 and $43,000,000 for the two years ending May 31, 1935. As a practical matter, this burden upon the Pennsylvania taxpayer which was in addition to the then existing ordinary cost of other governmental functions, was financed through the issuance of $25,000,000 in serial bonds, and transfers from other operating funds of the State Government of approximately $15,000,000, which of course, were repaid to these other operating funds during the biennium following. In addition, an Emergency Relief Sales Tax imposed during the 1931-1933 biennium resulted in the production of about $10,000,000 in revenue. The balance of the relief expenditures were financed through the use of a general fund cash balance on hand, the balance dropping from about $49,000,000 as of May 31, 1931 to about $8,000,000 in 1935.

The 1935 session of the legislature in order to meet the continuing

drain upon State resources enacted Special Emergency Tax Legislation, which was later re-enacted to apply to the 1957-1959 biennium, and which produced revenue of about $134,000,000 for the 1955-1957 biennium and $156,000,000 for the 1957-1959 biennium. The relief expenditures for these two bienniums were considerably greater than the yield of the tax legislation so passed, plus Federal Grants.

Mothers' Assistance, Old Age Pension and Blind Pension - This classification not only included the amount of State monies that are appropriated for this purpose, but also the expenditures of the Federal Grants received by the Commonwealth and included in the General Fund Revenue Receipts (See such schedule). The total expenditure for these purposes for the eight years has been approximately $115,000,000. In the years 1955 to 1959, the Federal Government granted to the Commonwealth the sum of $45,000,000 to be used strictly for these purposes.

Public Education - This classification includes the expenses necessary to operate the Department of Public Instruction, however, for the most part it consists of subsidies and grants to local school districts and state endowed colleges, universities, and schools.

During the years 1957-1959 over 21 per cent of State General Fund Expenditures were made for this purpose.

Public Health and Welfare - Herein are included the expenses necessary to operate and maintain the State Departments of Health and Welfare, however, such expenditures as were made by the Department of Welfare for the various types of assistance in the earlier years, were extracted and included in the proper category.

Protection to Persons and Property - Includes expenses necessary to maintain the following Departments:

Agriculture	Labor and Industry
Banking	Mines
Insurance	Judiciary
Public Service	State Police
Military Affairs	Milk Control Board (Partial)

General Government - Includes expenses necessary to maintain the following Departments:

Governor's Office	Internal Affairs
Lieutenant Governor's Office	Property and Supplies
Auditor General	Justice
Treasury	Revenue

State and State Employees' Retirement Fund
Boards, Commissions and Miscellaneous
Legislature

Conservation of Natural Resources - Includes expenses necessary to maintain the following Department:

Forests and Waters

EXHIBIT A

ANALYSIS OF GENERAL FUND REVENUES

June 1, 1931 to May 31, 1939

(Excluding Inter-fund Transfers and Proceeds from Bond and Note Issues)

(To nearest $100,000)	1931-1933 Biennium Amount	1931-1933 Biennium Percent of Total Taxes	1933-1935 Biennium Amount	1933-1935 Biennium Percent of Total Taxes	1935-1937 Biennium Amount	1935-1937 Biennium Percent of Total Taxes	1937-1939 Biennium Amount	1937-1939 Biennium Percent of Total Taxes
Corporation Taxes:								
Banks - Foreign and Domestic	$ 900,000		$ 700,000		$ 1,300,000		$ 1,200,000	
Capital Stock Tax - Domestic	38,600,000		31,500,000		53,100,000		42,000,000	
Capital Stock and Franchise Tax - Foreign	1,900,000		2,000,000		12,000,000		15,500,000	
Tax on Shares	6,800,000		5,300,000		5,400,000		14,700,000	
Insurance Premium Tax	12,500,000		11,700,000		12,400,000		13,700,000	
Corporate Net Income Tax					42,800,000		44,500,000	
Gross Receipts Taxes	7,700,000		6,300,000		11,000,000		15,000,000	
Total Corporate Taxes	$ 68,400,000	38.30%	$ 57,500,000	36.55%	$138,000,000	40.43%	$146,600,000	38.44%
Other Taxes:								
Inheritance and Transfer Taxes	50,000,000	28.00	32,200,000	20.50	34,700,000	10.17	48,000,000	12.57
Liquor Store Profits					24,000,000	7.03	32,000,000	8.39
Gasoline Tax (.01 applicable to General Fund)					22,400,000	6.55	27,800,000	7.30
Malt Beverage and Liquor Taxes	400,000	.25	15,300,000	9.70	26,200,000	7.67	29,700,000	7.78
Personal Property Taxes					18,300,000	5.36	24,000,000	6.30
Loans Taxes (Corporate & Political Subdivisions)	14,000,000	7.90	16,300,000	10.38	20,700,000	6.07	18,600,000	4.88
Cigarette Tax					19,500,000	5.71	22,500,000	5.89
Institutional Reimbursements	15,400,000	8.60	10,500,000	6.68	12,300,000	3.39	10,700,000	2.81
Emergency Relief Sales Tax	9,100,000	5.10	700,000	.43	100,000	.03		
Percentile and other License Taxes	6,600,000	3.70	5,700,000	3.64	6,600,000	1.93	7,000,000	1.85
Licenses and Fees	5,100,000	2.90	6,200,000	3.93	6,900,000	2.02	7,800,000	2.04
Other Taxes and Fees	9,400,000	5.25	12,900,000	8.19	11,700,000	3.64	6,600,000	1.75
Total Corporate and other Taxes and Fees	$178,400,000	100.00%	$157,300,000	100.00%	$341,400,000	100.00%	$381,300,000	100.00%
Specific Receipts appropriated for Special Purposes	1,600,000		5,500,000		17,700,000*		40,100,000*	
	$180,000,000		$162,800,000		$359,100,000		$421,400,000	

*Federal Grants for Public Assistance (other than Relief)	$ 11,365,800*	$ 32,372,313*
Receipts from Students - State Teachers' Colleges	4,196,868	4,339,270
Other Specifically Appropriated Receipts	2,137,332	3,388,417
	$17,700,000	$ 40,100,000

[illegible] figures were compiled from data [illegible] by the Pennsylvania Budget Bureau.

SCHEDULE 1
EMERGENCY TAX RECEIPTS - (GENERAL FUND)
June 1, 1935 to May 31, 1939

	1935-1937 Biennium	Ratio	1937-39 Biennium	Ratio
Corporate Taxes:				
Corporate Net Income	$ 45,[illegible],587		$ 44,[illegible],912	
Capital Stock - Domestic	5,[illegible],914		Transferred to	
Franchise Tax - Foreign	465,760		Permanent Taxes	
Tax in Shares - Bank & Trust Co.	231,178		5,[illegible],342	
Gross Receipts Tax	4,[illegible],[illegible]		8,707,773	
Total Corporate Taxes	$ 52,[illegible],777	40.1%	$ 55,[illegible],227	57.7%
Non-Corporate Taxes:				
Amusement Tax	[illegible]		[illegible] (Discontinued)	
Cigarette Tax	19,507,[illegible]		[illegible],[illegible]	
Gasoline Tax	[illegible],[illegible],741		[illegible],[illegible]	
Personal Property Tax	18,[illegible]		74,[illegible]	
Documentary Stamp Tax	287,[illegible]		57,[illegible]	
Ashcents	47,[illegible]			
Loans Tax - Domestic	1,[illegible],[illegible]		8,[illegible],[illegible]	
Loans Tax - Foreign	27,[illegible]		412,[illegible]	
Corporate Loans Tax - Domestic	[illegible],[illegible]			
Inheritance Tax	47,[illegible]			
Distillers' Tax	1,[illegible],[illegible]		227,[illegible]	
Liquor Tax	7,[illegible],[illegible]		12,147,[illegible]	
Total Non-Corporate Taxes	$ 80,[illegible],[illegible]	[illegible]	$97,[illegible],[illegible]	[illegible]
Grand Total Emergency Taxes	$[illegible]	[illegible]	$[illegible]	[illegible]

NOTE: Above figures were compiled from data furnished by Pennsylvania Budget Bureau.

EXHIBIT B

OPERATING EXPENDITURES OF PENNSYLVANIA STATE GOVERNMENT (GENERAL FUND)

CLASSIFIED BY PURPOSE

MAY 31, 1931 to MAY 31, 1939

(Excluding other funds and Federal Expenditures)

(To nearest $500,000)	1931-1933 Amount	1931-1933 Percent of Total	1933-1935 Amount	1933-1935 Percent of Total	1935-1937 Amount	1935-1937 Percent of Total	1937-1939 Amount	1937-1939 Percent of Total
Relief Expenditures (State Funds Only)	$ 27,000,000	13.0%	$ 53,000,000	24.5%	$134,000,000	37.5%	$166,000,000	37.6%
Mothers' Assistance, Old Age and Blind Pensions	4,000,000	1.8	6,000,000	2.6	39,500,000*	11.1	70,500,000*	15.9
Public Education	91,000,000	43.6	83,000,000	38.0	97,000,000	27.2	96,000,000	21.8
Public Health and Welfare	38,000,000	18.2	36,500,000	16.8	40,500,000	11.4	45,000,000	10.2
Protection to Persons and Property	20,000,000	9.6	20,500,000	9.4	18,000,000	5.0	20,000,000	6.6
General Government	15,000,000	7.2	12,000,000	5.5	14,000,000	3.8	20,500,000	4.6
Conservation of Natural Resources	4,000,000	2.1	3,000,000	1.5	2,000,000	.6	2,500,000	.5
Interest, Sinking Fund and Miscellaneous			3,500,000	1.7	15,000,000	3.4	12,000,000	2.8
Special Construction	9,000,000	4.5						
	$208,000,000	100.0%	$217,500,000	100.0%	$360,000,000	100.0%	$441,500,000	100.0%

NOTE: Above figures were compiled from data furnished by the Pennsylvania Budget Bureau.

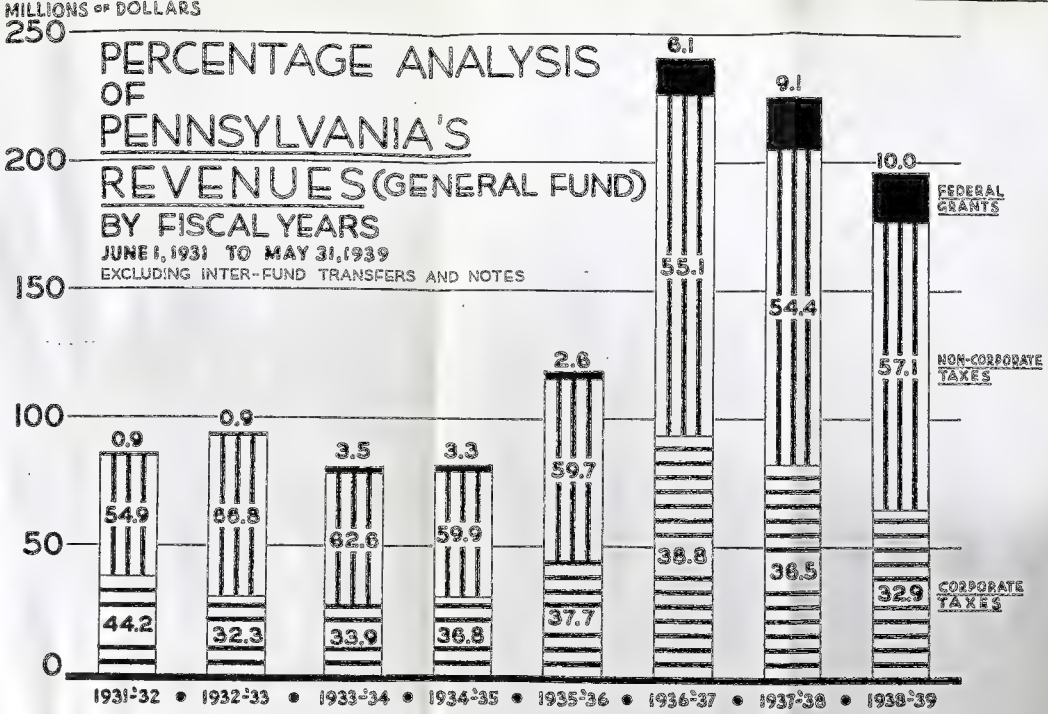
*Mothers' Assistance, Old Age and Blind Pensions includes Federal Grants of $ 11,000,000 $ 32,000,000

TOTAL EXPENDITURES FOR ALL FORMS OF ASSISTANCE IN PENNSYLVANIA
CALENDAR YEARS - 1932 - OCTOBER, 1939
(From Figures Compiled by Department of Public Assistance)

Year	State Funds	Federal Funds	County Funds	Total
1932	$ 6,038,000	$ 8,444,000	$ 7,444,000	$ 21,926,000
1933	57,495,000	80,309,000	6,443,000	104,247,000
1934	54,535,000	131,998,000	5,746,000	172,079,000
1935	53,421,000	207,212,000	7,517,000	268,150,000
1936	85,509,000	205,571,000	7,842,000	298,922,000
1937	80,024,000	173,278,000	8,654,000	261,954,000
1938	109,654,000	208,312,000		317,966,000
1939 to October	110,676,000	139,374,000		250,050,000
Total	$517,022,000	$1,154,996,000	$42,876,000	$1,696,894,000

Above includes expenditures for Direct Relief, S.E.R.B. Work Relief, Old Age Assistance, Blind Pensions, and Federal Works Program, together with related agencies.

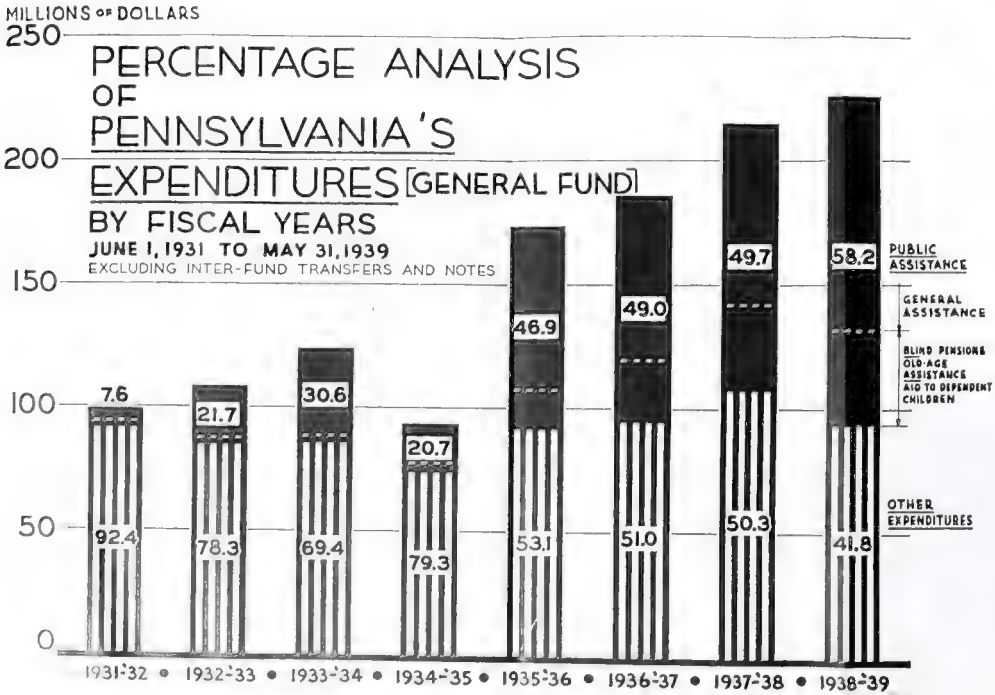
NOTE: Above figures were compiled from data furnished by the Pennsylvania Budget Bureau. (Through Department of Public Assistance)



THIS CHART DOES NOT INCLUDE FUNDS DEDICATED TO SPECIAL PURPOSES SUCH AS THE MOTOR FUND [HIGHWAYS], ETC.

SOURCE - PENNSYLVANIA BUDGET BUREAU

PREPARED BY - PENNSYLVANIA JOB MOBILIZATION COMMITTEE

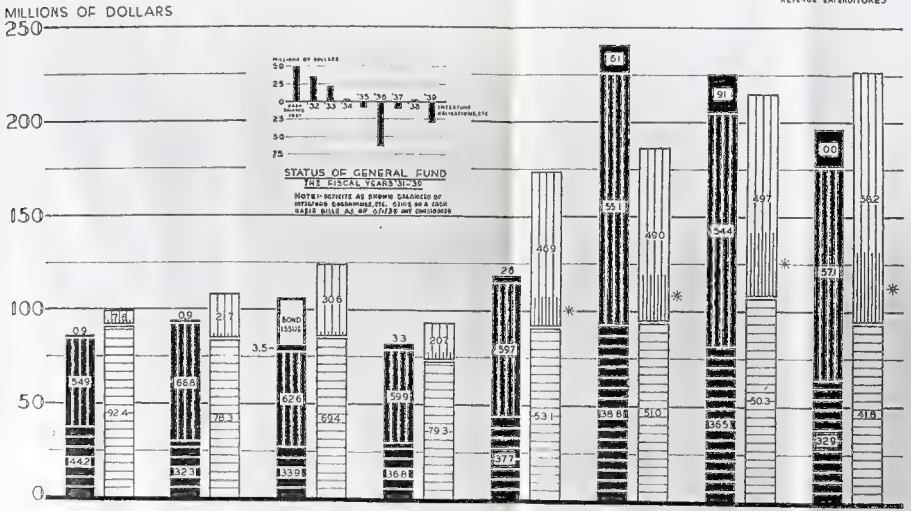


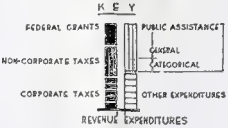
THIS CHART DOES NOT INCLUDE FUNDS DEDICATED TO SPECIAL PURPOSES SUCH AS THE MOTOR FUND [HIGHWAYS] ETC

PERCENTAGE ANALYSIS OF PENNSYLVANIA'S REVENUES AND EXPENDITURES (GENERAL FUND)

BY FISCAL YEARS — JUNE 1 1931 – MAY 31 1939

EXCLUDING INTER-FUND TRANSFER AND NOTES





* CATEGORICAL ASSISTANCE IN THESE DESIGNATED YEARS INCLUDES FEDERAL FUNDS AS FOLLOWS – 1935-36, $300,000 — 1936-37-$11,000,000 — 1937-38-$17,000,000 1938-39-$15,000,000

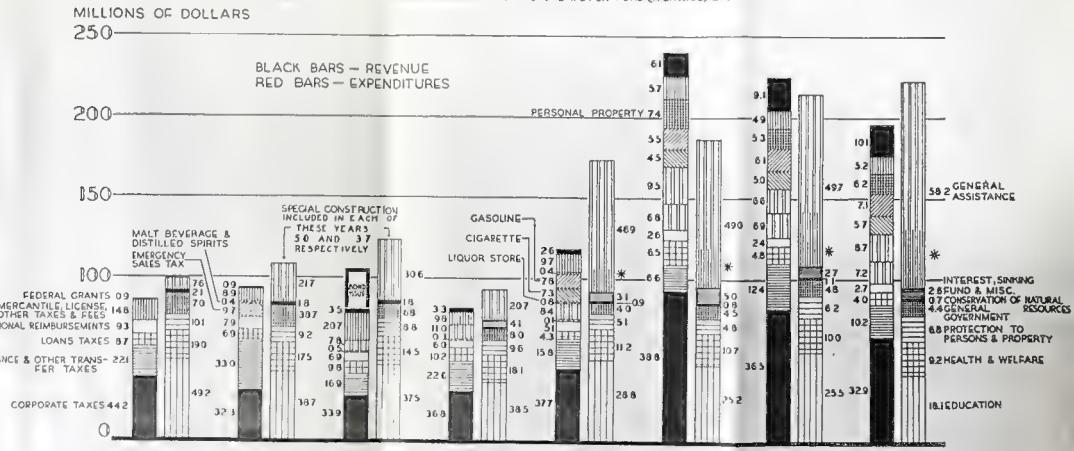
SOURCE – COMPILED FROM FIGURES PUBLISHED BY THE PENNSYLVANIA BUDGET BUREAU

PREPARED BY PENNSYLVANIA JOB MOBILIZATION COMMITTEE

PERCENTAGE ANALYSIS OF PENNSYLVANIA'S REVENUES AND EXPENDITURES (GENERAL FUND)

BY FISCAL YEARS — JUNE 1, 1931 – MAY 31, 1939

EXCLUDING INTER-FUND TRANSFERS AND NOTES



* CATEGORICAL ASSISTANCE IN THESE DESIGNATED YEARS INCLUDES FEDERAL FUNDS AS FOLLOWS – 1935-36, $300,000 – 1936-37 – $11,000,000 – $17,000,000
1938-39 – $15,000,000

SOURCE – COMPILED FROM FIGURES OF THE PENNSYLVANIA BUDGET BUREAU

PREPARED BY – PENNSYLVANIA JOB MOBILIZATION COMMITTEE

GENERAL ASSISTANCE CASES AND EXPENDITURES
YEARS 1938 to NOVEMBER 1
FROM FIGURES COMPILED BY DEPARTMENT OF PUBLIC ASSISTANCE

Month (1939)	(Direct Relief) Average Number of Cases	Expenditures	Average Expenditures per case
January	238,111	$7,207,604	$30.20
February	254,696	7,407,372	29.08
March	254,619	8,354,657	32.81
April	246,608	7,323,633	29.70
May	244,907	7,696,859	31.42
June	238,985	7,437,725	31.12
July	250,318	7,614,570	30.42
August	273,157	9,220,850	33.75
September	273,129	8,805,481	32.23
October	253,145*	7,620,330	30.10
	2,527,825	$78,689,081	$31.13

* Of 253,145 cases on direct relief a tabulation made by the Department of Public Assistance under date of December 1, 1939 indicates that 64,000 or 25.2% are unemployable cases.

NOTE: The above figures were compiled based on data furnished by the Pennsylvania Budget Bureau.

NOTE: Department of Public Assistance in bringing these figures up to December 31, 1939 arrives at a figure of $30.94 for average monthly expenditures per case, or a total of $371.28 for the year.

GENERAL ASSISTANCE CASES AND EXPENDITURES

The attached schedule indicates the average number of direct relief cases per month for each month of the year 1939 to and including October, together with a total direct relief expenditure made by the Department of Public Assistance each month. This schedule also indicates the average expenditure per case, the weighted average expenditure per case per month aggregating $31.13.

A count of the number of direct relief cases that were unemployable which count was made as of December 1, 1939, indicates that 64,000 cases represented recipients of relief that were unemployable. Should these 64,000 cases be considered in the light of the number of total recipient cases of direct relief in the month of October (253,145) the percentage of relief recipients unemployable would be 25.2%.

To bring these computations to a logical conclusion at the rate of $31.13 per case per month, the cost of each relief case to the taxpayer of Pennsylvania would be $373.56. Inasmuch as emergency taxes to cover the cost of relief were levied to the extent of 37.7% upon corporations, and 62.3% upon individuals for the 1937-1939 period, tax saving to corporations would be $140.83, and to individuals $232.73 per year for each case taken off relief.

NOTE: Department of Public Assistance in bringing these figures up to December 31, 1939 arrives at a figure of $30.94 for average monthly expenditure per case, or a total of $371.28 for the year. The corrected tax saving to corporations would be $139.97 and to individuals $231.31 per year for each case taken off relief.

FINANCIAL STATISTICS IN A NUT SHELL

From the year ending May 31, 1932 to the year ending May 31, 1939 General Fund Expenditures have increased from $100,000,000 a year to $226,500,000, an increase of over 100%!

For the same period Public Assistance Expenditures have increased from $7,500,000 per year to $112,000,000 per year!

In the year ending May 31, 1932 Corporate Taxes yielded 44% of State revenues for the year ending May 31, 1939 - 35% of State revenues.

The total expenditures for the eight year period of the General Fund were approximately $1,225,000,000 - the total revenues aggregating $1,125,000,000, or an accumulated difference between expenditures and revenues of approximately $100,000,000.

EXHIBIT A-1

ANALYSIS OF GENERAL FUND REVENUES (BY FISCAL YEARS)

JUNE 1, 1931 to MAY 31, 1939

(Excluding Inter-Fund Transfers and Proceeds from Bond and Note Issues)

(In Thousands 100,000)	June 1, 1931 to May 31, 1932 Amount	Percent of Total Taxes	June 1, 1932 to May 31, 1933 Amount	Percent of Total Taxes	June 1, 1933 to May 31, 1934 Amount	Percent of Total Taxes	June 1, 1934 to May 31, 1935 Amount	Percent of Total Taxes
Corporation Taxes:								
Bonus - Foreign and Domestic	$ 600,000		$ 300,000		$ 400,000		$ 300,000	
Capital Stock Tax - Domestic	22,300,000		18,800,000		15,400,000		16,100,000	
Capital Stock and Franchise Tax - Foreign	1,100,000		800,000		1,000,000		1,000,000	
Tax on Shares	3,700,000		3,100,000		1,900,000		3,400,000	
Insurance Premium Tax	6,500,000		6,000,000		5,700,000		6,000,000	
Corporate Net Income Tax								
Gross Receipts Taxes	3,300,000		4,400,000		3,000,000		3,300,000	
Total Corporate Taxes	$ 38,000,000	44.186%	$ 30,400,000	32.340%	$ 27,400,000	33.869%	$ 30,100,000	36.752%
Other Taxes:								
Inheritance and Transfer Taxes	19,000,000	22.093	31,000,000	32.979	13,700,000	16.934	18,500,000	22.589
Liquor Store Profits								
Gasoline Tax (.01 applicable to General Fund)								
Malt Beverage and Liquors			400,000	.426	6,300,000	7.787	9,000,000	10.989
Personal Property Taxes								
Loans Taxes (Corporate & Political Subdivisions)	7,500,000	8.721	6,500,000	6.915	7,900,000	9.765	8,400,000	10.256
Cigarette Tax								
Institutional Reimbursements	8,000,000	9.303	7,400,000	7.872	5,600,000	6.923	4,900,000	5.983
Emergency Relief Sales Tax			9,100,000	9.681	400,000	.494	300,000	.366
Mercantile and other License Taxes	3,400,000	3.953	3,200,000	3.404	2,700,000	3.337	3,000,000	3.663
Licenses and Fees	2,500,000	2.907	2,600,000	2.766	3,000,000	3.708	3,200,000	3.907
Other Taxes and Fees	6,800,000	7.907	2,600,000	2.766	11,100,000	13.722	1,800,000	2.198
Total Corporate and Other Taxes and Fees	$ 85,200,000	99.070%	$ 93,200,000	99.149%	$ 78,100,000	96.539%	$ 79,200,000	96.703%
Specific Receipts Appropriated for Special Purposes	800,000	.930	800,000	.851	2,800,000	3.461	2,700,000	3.297
	$ 86,000,000	100.000%	$ 94,000,000	100.000%	$ 80,900,000	100.000%	$ 81,900,000	100.000%

NOTE: The above figures were compiled based on data furnished by the Pennsylvania Budget Bureau.

EXHIBIT A-1

ANALYSIS OF GENERAL FUND REVENUES (BY FISCAL YEARS)

JUNE 1, 1931 to MAY 31, 1939

(Excluding Inter-fund Transfers and Proceeds from Bond and Note Issues)

(To nearest $100,000)	June 1, 1935 to May 31, 1936 Amount	Percent of Total Taxes	June 1, 1936 to May 31, 1937 Amount	Percent of Total Taxes	June 1, 1937 to May 31, 1938 Amount	Percent of Total Taxes	June 1, 1938 to May 31, 1939 Amount	Percent of Total Taxes
Corporation Taxes:								
Bonds - Foreign and Domestic	$ 400,000		$ 900,000		$ 800,000		$ 400,000	
Capital Stock Tax - Domestic	17,200,000		35,900,000		21,600,000		20,200,000	
Capital Stock and Franchise Tax - Foreign	1,500,000		10,500,000		7,800,000		7,700,000	
Tax on Shares	2,000,000		3,400,000		8,600,000		6,100,000	
Insurance Premium Tax	5,900,000		6,500,000		6,800,000		6,900,000	
Corporate Net Income Tax	13,000,000		29,800,000		28,200,000		16,300,000	
Gross Receipts Taxes	4,700,000		6,300,000		8,100,000		6,900,000	
Total Corporate Taxes	$ 44,700,000	37.722%	$ 93,300,000	38.778%	$ 82,100,000	36.456%	$ 64,500,000	32.874%
Other Taxes:								
Inheritance and Transfer Taxes	18,700,000	15.781%	16,000,000	6.650%	27,900,000	12.389%	20,100,000	10.245%
Liquor Store Profits	1,000,000	.844	23,000,000	9.559	15,000,000	6.661	17,000,000	8.665
Gasoline Tax (.01 applicable to General Fund)	9,200,000	7.764	13,200,000	5.486	13,800,000	6.128	14,000,000	7.136
Pulp Revenue and Liquor Tax	9,900,000	8.354	16,300,000	6.775	15,500,000	6.883	14,200,000	7.238
Personal Property Taxes	500,000	.422	17,800,000	7.395	11,900,000	5.284	12,100,000	6.167
Loans Taxes (Corporate & Political Subdivisions)	5,100,000	4.304	15,600,000	6.484	10,700,000	4.751	7,900,000	4.027
Cigarette Tax	8,700,000	7.342	10,800,000	4.489	11,300,000	5.018	11,200,000	5.708
Institutional Reimbursements	6,100,000	5.148	6,200,000	2.577	5,500,000	2.442	5,200,000	2.650
Emergency Relief Sales Tax	100,000	.084						
Permit Title and other License Taxes	3,300,000	2.784	3,300,000	1.372	3,700,000	1.643	3,300,000	1.681
Licenses and Fees	3,400,000	2.869	3,500,000	1.455	3,800,000	1.687	4,000,000	2.039
Other Taxes and Fees	4,700,000	3.966	7,000,000	2.909	3,600,000	1.599	3,000,000	1.529
Total Corporate and Other Taxes and Fees	$11[illegible],400,000	97.334%	$226,000,000	93.932%	$204,800,000	90.941%	$176,500,000	89.959%
Special Receipts Appropriated for Special Purposes	3,100,000	2.616	14,600,000	6.068	20,400,000	9.059	19,700,000	10.041
	$11[illegible],500,000	100.000%	$240,600,000	100.000%	$225,200,000	100.000%	$196,200,000	100.000%

[illegible] compiled from data [illegible] budget [illegible]

EXHIBIT B1

OPERATING EXPENDITURES OF PENNSYLVANIA STATE GOVERNMENT (GENERAL FUND)
CLASSIFIED BY PURPOSES
FISCAL YEARS BEGINNING JUNE 1, 1931 to MAY 31, 1939

(To nearest $500,000)	June 1, 1931 to May 31, 1932		June 1, 1932 to May 31, 1933		June 1, 1933 to May 31, 1934		June 1, 1934 to May 31, 1935	
	Amount	Ratio	Amount	Ratio	Amount	Ratio	Amount	Ratio
Public Assistance Expenditures	$ 7,500,000	7.6%	$ 23,500,000	21.7%	$ 33,000,000	30.6%	$ 19,500,000	20.7%
(General Relief)	(5,500,000	5.5%)	(21,500,000	19.8%)	(36,000,000	29.0%)	(15,500,000	16.5%)
(Other Assistance)	(2,000,000	2.1%)	(2,000,000	1.9%)	(2,000,000	1.6%)	(4,000,000	4.2%)
Public Education	49,000,000	49.2%	42,000,000	38.7%	46,500,000	37.5%	36,000,000	38.5%
Public Health and Welfare	19,000,000	19.0%	19,000,000	17.5%	18,000,000	14.5%	17,000,000	18.1%
Protection to Persons and Property	10,000,000	10.0%	10,000,000	9.2%	11,000,000	8.8%	9,000,000	9.6%
General Government	7,000,000	7.0%	8,000,000	7.3%	8,500,000	6.8%	7,500,000	8.0%
Conservation of Natural Resources	2,000,000	2.1%	2,000,000	1.8%	2,000,000	1.8%	1,000,000	1.0%
Interest, Sinking Fund and Miscellaneous							3,500,000	4.1%
Special Construction	5,000,000	5.1%	4,000,000	3.8%				
Total General Fund Expenditures	$ 99,500,000	100.0%	$108,500,000	100.0%	$124,000,000	100.0%	$ 93,500,000	100.0%

NOTE: The above figures were compiled based on data furnished by the Pennsylvania Budget Bureau.

EXHIBIT B1

OPERATING EXPENDITURES OF PENNSYLVANIA STATE GOVERNMENT (GENERAL FUND)
CLASSIFIED BY PURPOSES
FISCAL YEARS BEGINNING JUNE 1, 1931 to MAY 31, 1939

(To nearest $500,000)	June 1, 1935 to May 31, 1936		June 1, 1936 to May 31, 1937		June 1, 1937 to May 31, 1938		June 1, 1938 to May 31, 1939	
	Amount	Ratio	Amount	Ratio	Amount	Ratio	Amount	Ratio
Public Assistance Expenditures	$ 81,500,000	46.9%	$ 91,500,000	49.0%	$107,000,000	49.7%	$132,000,000	58.2%
(General Relief)	(66,500,000	38.3%)	(67,000,000	35.9%)	(73,000,000	33.9%)	(95,000,000	41.9%)
(Other Assistance)*	(15,000,000	8.6%)	(24,500,000	13.1%)	(34,000,000	15.8%)	(37,000,000	16.3%)
Public Education	50,000,000	28.8%	47,000,000	25.2%	55,000,000	25.5%	41,000,000	18.1%
Public Health and Welfare	19,500,000	11.2%	20,000,000	10.7%	21,500,000	10.0%	21,000,000	9.2%
Protection to Persons and Property	9,000,000	5.1%	9,000,000	4.8%	13,500,000	6.2%	15,500,000	6.8%
General Government	7,000,000	4.0%	8,500,000	4.5%	10,500,000	4.8%	10,000,000	4.4%
Conservation of Natural Resources	1,000,000	.9%	1,000,000	.8%	1,500,000	1.1%	1,000,000	.7%
Interest, Sinking Fund and Miscellaneous	5,500,000	3.1%	9,500,000	5.0%	6,000,000	2.7%	6,000,000	2.6%
Total General Fund Expenditures	$173,500,000	100.0%	$186,500,000	100.0%	$215,000,000	100.0%	$226,500,000	100.0%
*Other Assistance includes Federal Grants of -	300,000		11,000,000		17,000,000		15,000,000	

NOTE: The above figures were compiled based on data furnished by the Pennsylvania Budget Bureau.

STUDIES RELATIVE TO EMPLOYMENT AND UNEMPLOYMENT

Estimated Total Employment and Unemployment

The 1930 Census of the United States classified 3,722,103 of Pennsylvania's total population of 9,631,350 as gainful workers - persons working or seeking work. Estimates based on this, subsequent studies, and population growth rates indicate that the total number of men, women and children today is slightly more than 10,000,000. Of this number approximately 4,000,000 are gainful workers (hereafter called employable persons), about 1,000,000 of whom are estimated to be unemployed.

The data in Tables I and II show by counties and months, November, 1939, to April, 1940 the estimated number of employable persons, and the number of these who were employed and unemployed. (Estimates prepared by the Pennsylvania State Employment Service).

The Sources of Employment for Pennsylvania's Employed

Results of this study are given in Table III. These data must be recognized as rough estimates necessitated by the absence of a recent Census. The Bureau of Research and Information in the Pennsylvania Department of Labor and Industry is studying this problem and may have more information available at an early date.

The data in Table III indicate the source of employment in Pennsylvania in 1937 by specific industries and businesses, and may be considered representative of conditions during the last two months of 1939. Average employment during 1937 was approximately 150,000 greater than in November and December, 1939. The data in Table IV summarize those in Table III and indicate that industry provides approximately fifty per cent of the employment, business forty per cent, and agricul-

TABLE I

ESTIMATED NUMBER OF EMPLOYABLE PERSONS AND TOTAL EMPLOYMENT, NOVEMBER, 1939 TO APRIL, 1940, BY COUNTY

County	Employable Persons	Total Employment					
		November	December	January	February	March	April
TOTAL	3,929,652	2,972,554	2,965,568	2,896,141	2,865,708	2,869,955	2,864,314
Adams	15,237	12,292	12,523	12,366	12,566	12,110	12,270
Allegheny	554,455	415,667	414,462	404,459	398,526	393,843	393,959
Armstrong	29,354	19,289	18,846	18,906	18,989	18,897	18,855
Beaver	59,161	46,398	46,310	44,906	42,150	42,083	41,020
Bedford	12,806	8,649	8,605	8,449	8,564	8,546	8,402
Berks	102,164	83,830	82,495	81,080	80,018	78,974	79,659
Blair	55,064	41,514	41,471	40,670	40,373	40,493	40,178
Bradford	19,906	16,835	16,986	16,965	17,015	17,109	17,119
Bucks	37,014	30,443	29,528	29,219	28,652	29,353	28,854
Butler	31,209	21,594	21,459	21,221	20,860	21,169	21,379
Cambria	78,341	56,966	58,593	56,367	56,409	56,210	55,607
Cameron	2,732	2,345	2,309	2,283	2,249	2,249	2,249
Carbon	24,822	16,720	16,441	17,245	17,334	17,814	17,915
Centre	17,967	13,359	13,326	13,273	13,275	13,270	13,208
Chester	49,593	38,224	37,901	36,796	35,447	34,696	35,078
Clarion	13,029	9,755	9,866	9,713	9,736	9,736	9,799
Clearfield	26,928	21,967	22,681	21,922	21,172	20,372	19,603
Clinton	12,572	9,404	9,542	9,156	8,958	8,702	8,691
Columbia	18,453	14,126	14,332	14,434	14,719	14,726	14,761
Crawford	26,541	20,531	20,531	20,198	20,350	20,343	20,635
Cumberland	26,009	21,358	21,441	21,118	20,527	20,578	21,394
Dauphin	68,762	56,987	58,839	56,466	56,184	55,368	55,090
Delaware	123,577	84,374	82,377	81,962	81,200	82,160	82,681
Elk	13,293	11,847	11,909	11,603	11,698	11,880	12,263
Erie	68,846	57,708	57,977	55,372	55,067	54,817	54,835
Fayette	65,659	47,439	47,142	45,417	44,450	44,889	41,497
Forest	2,187	1,485	1,485	1,485	1,464	1,464	1,464
Franklin	27,139	19,998	20,235	20,090	19,612	19,622	19,597
Fulton	3,183	2,312	2,312	2,312	2,279	2,279	2,279
Greene	15,619	11,469	11,326	11,326	11,093	10,904	11,038
Huntingdon	15,107	10,495	10,434	10,240	9,787	9,596	9,375
Indiana	24,048	18,015	17,544	17,604	17,621	17,103	17,899
Jefferson	18,220	12,485	12,512	12,288	12,217	12,120	11,973
Juniata	5,503	3,697	3,623	3,590	3,558	3,528	3,584
Lackawanna	122,086	88,939	83,573	82,112	81,781	82,298	82,261
Lancaster	80,587	69,938	71,214	66,500	66,609	67,835	67,742
Lawrence	36,917	30,228	29,828	27,752	27,298	27,113	27,122
Lebanon	26,888	22,209	19,994	21,521	21,552	22,508	21,997
Lehigh	79,596	60,030	57,806	56,873	55,267	54,353	55,663
Luzerne	184,683	107,942	107,648	106,586	105,960	107,589	107,215
Lycoming	36,432	29,987	28,966	28,024	27,449	27,751	27,891
McKean	22,319	16,526	15,696	15,257	15,257	15,269	15,415
Mercer	38,290	31,759	31,566	30,148	27,787	26,125	26,132
Mifflin	16,869	10,910	11,097	10,852	10,686	10,487	10,516
Monroe	11,316	8,676	8,547	8,343	8,334	8,354	8,337
Montgomery	109,694	88,139	88,390	87,903	87,611	85,279	85,066
Montour	5,670	3,456	3,448	3,446	3,434	3,434	3,434
Northampton	67,180	54,203	54,083	51,452	50,371	51,438	51,509
Northumberland	50,142	31,699	32,783	31,401	32,435	31,894	30,942
Perry	7,825	5,350	5,310	5,310	5,274	5,274	5,274
Philadelphia	880,787	700,299	696,118	677,505	674,411	682,592	678,568
Pike	3,083	2,075	2,076	2,073	2,053	2,053	2,053
Potter	6,949	5,093	5,112	5,064	5,107	5,050	5,122
Schuylkill	92,891	59,856	60,253	59,434	60,238	63,433	62,398
Snyder	6,672	4,482	4,464	4,464	4,417	4,417	4,417
Somerset	28,218	23,213	23,333	23,070	23,079	22,976	23,175
Sullivan	3,119	2,231	2,231	2,231	2,198	2,198	2,198
Susquehanna	11,983	9,832	9,833	9,823	9,823	9,823	9,823
Tioga	12,595	10,429	10,457	10,358	10,341	10,284	10,303
Union	7,078	4,851	4,842	4,842	4,838	4,838	4,838
Venango	23,973	16,871	16,871	16,625	16,565	17,025	17,122
Warren	16,211	11,702	11,651	11,496	11,674	11,781	11,894
Washington	70,423	56,247	58,019	55,508	53,569	52,812	53,534
Wayne	11,283	8,187	8,190	8,169	8,169	8,169	8,269
Westmoreland	113,734	80,739	82,956	80,341	78,854	78,550	78,958
Wyoming	6,075	4,986	4,991	4,986	4,986	4,986	4,986
York	72,784	59,893	56,859	56,171	54,154	54,964	55,930

TABLE II

ESTIMATED NUMBER OF UNEMPLOYED PERSONS
NOVEMBER, 1939 TO APRIL, 1940, BY COUNTY

County	November	December	January	February	March	April
TOTAL	957,098	964,084	1,033,511	1,063,944	1,059,697	1,065,338
Adams	2,945	2,714	2,871	2,671	3,127	2,967
Allegheny	138,788	139,993	149,996	155,929	160,612	160,496
Armstrong	10,065	10,508	10,448	10,365	10,457	10,499
Beaver	12,763	12,851	14,255	17,011	17,078	18,141
Bedford	4,157	4,201	4,357	4,242	4,260	4,404
Berks	18,334	19,669	21,084	22,146	23,190	22,505
Blair	13,550	13,593	14,394	14,691	14,571	14,886
Bradford	3,071	2,920	2,941	2,891	2,797	2,787
Bucks	6,571	7,486	7,795	8,362	7,661	8,160
Butler	9,615	9,750	9,988	10,349	10,040	9,830
Cambria	21,375	19,748	21,974	21,932	22,131	22,734
Cameron	387	423	449	483	483	483
Carbon	8,102	8,381	7,577	7,488	7,008	6,907
Centre	4,608	4,641	4,694	4,692	4,697	4,759
Chester	11,369	11,692	12,797	14,146	14,897	14,515
Clarion	3,274	3,163	3,316	3,293	3,293	3,230
Clearfield	4,961	4,247	5,006	5,756	6,556	7,325
Clinton	3,168	3,030	3,416	3,614	3,870	3,881
Columbia	4,327	4,121	4,019	3,734	3,727	3,692
Crawford	6,010	6,010	6,343	6,191	6,198	5,906
Cumberland	5,451	5,368	5,691	6,282	6,231	5,415
Dauphin	11,775	9,923	12,296	12,578	13,394	13,672
Delaware	39,203	41,200	41,615	42,377	41,417	40,896
Elk	1,446	1,384	1,690	1,595	1,413	1,030
Erie	11,138	10,869	13,474	13,279	14,029	14,011
Fayette	18,220	18,517	20,242	21,209	20,770	24,162
Forest	702	702	702	723	723	723
Franklin	7,141	6,904	7,049	7,527	7,517	7,542
Fulton	871	871	871	904	904	904
Greene	4,150	4,293	4,293	4,526	4,715	4,581
Huntingdon	4,612	4,673	4,867	5,320	5,511	5,732
Indiana	6,033	6,504	6,444	6,427	6,945	6,149
Jefferson	5,735	5,708	5,932	6,003	6,100	6,247
Juniata	1,806	1,880	1,913	1,945	1,975	1,919
Lackawanna	41,147	38,513	39,974	40,305	39,788	39,825
Lancaster	10,649	9,373	14,087	13,978	12,752	12,845
Lawrence	6,689	7,089	9,165	9,619	9,804	9,795
Lebanon	4,679	6,894	5,367	5,336	4,380	4,891
Lehigh	19,566	21,790	22,723	24,329	25,243	23,933
Luzerne	76,741	77,035	78,097	78,715	77,094	77,468
Lycoming	6,445	7,466	8,408	8,983	8,681	8,541
McKean	5,793	6,623	7,062	7,062	7,050	6,904
Mercer	6,531	6,724	8,142	10,503	12,165	12,158
Mifflin	5,959	5,772	6,017	6,183	6,382	6,353
Monroe	2,640	2,769	2,973	2,982	2,962	2,979
Montgomery	21,555	21,304	21,791	22,083	24,415	24,628
Montour	2,214	2,222	2,224	2,236	2,236	2,236
Northampton	12,977	13,097	15,728	16,809	15,742	15,671
Northumberland	18,443	17,359	18,741	17,707	18,248	19,200
Perry	2,475	2,515	2,515	2,551	2,551	2,551
Philadelphia	180,488	184,669	203,282	206,376	198,195	202,219
Pike	1,008	1,007	1,010	1,030	1,030	1,030
Potter	1,856	1,837	1,885	1,842	1,899	1,827
Schuylkill	33,035	32,638	33,457	32,653	29,458	30,493
Snyder	2,190	2,208	2,208	2,255	2,255	2,255
Somerset	5,005	4,885	5,148	5,139	5,242	5,043
Sullivan	888	888	888	921	921	921
Susquehanna	2,151	2,150	2,160	2,160	2,160	2,160
Tioga	2,166	2,138	2,237	2,254	2,311	2,292
Union	2,227	2,236	2,236	2,240	2,240	2,240
Venango	7,102	7,102	7,348	7,408	6,948	6,851
Warren	4,509	4,560	4,715	4,537	4,430	4,317
Washington	14,176	12,404	14,915	16,854	17,611	16,889
Wayne	3,096	3,093	3,114	3,114	3,114	3,014
Westmoreland	32,995	30,778	33,393	34,880	35,184	34,776
Wyoming	1,089	1,084	1,089	1,089	1,089	1,089
York	12,891	15,925	16,613	18,830	17,820	16,854

TABLE III

SOURCE OF EMPLOYMENT IN PENNSYLVANIA (1937 AND NOV.-DEC., 1939)*
WITH QUOTA OF ADDITIONAL EMPLOYMENT NECESSARY TO ABSORB ALL UNEMPLOYED

	Employment (1937) Number	Employment (1937) Per Cent	Quota of Additional Employment
TOTAL	3,037,454	100.0	1,061,000
Agriculture (1) (3)	180,000	5.2	87,002
Amusement Places (1)	16,000	0.5	5,305
Banking (1)	25,000	0.3	3,428
Chemicals and Allied Products (2) (3)	43,537	1.4	14,854
Clay, Glass & Stone Products (2) (3)	52,314	1.7	18,037
Construction (1) (4)	60,000	2.0	21,220
Electric Light, Heat, Power (5)	28,300	0.9	9,549
Electric Railways (1)	16,000	0.5	5,305
Food & Kindred Products (2) (3)	93,212	3.1	32,891
Gas, manufactured (6)	6,000	0.2	2,122
Gas, Natural (6)	9,000	0.3	3,183
Hotels (1) (3)	25,000	0.8	8,488
Leather & Rubber Goods (2) (3)	34,328	1.1	11,671
Lumber & its Remanufacture (2) (3)	25,596	0.8	8,484
Metals & Metal Products (2) (3)	475,589	15.5	167,638
Mine & Quarry Products (2) (3)	230,307	7.6	80,636
Miscellaneous Industrial Products (2) (3)	64,563	2.1	22,291
Motor Trucking for Hire (1) (4)	20,000	0.7	7,427
Non-profit Organizations, Miscellaneous(1)	20,000	0.7	7,427
Office Buildings (1)	5,000	0.2	1,122
Paper & Printing Industries (2) (3)	74,273	2.4	26,464
Professional Employment (7)	130,000	4.3	45,623
Public Service (4)	100,000	3.3	35,013
Railroads (8)	125,000	4.1	43,501
(Railroad Repair Shops (2)(3)..48,780)			
Retail Distribution (1) (3)	480,000	15.9	168,699
Service Establishments (1) (3)	85,000	2.8	29,708
Textiles & Textile Products (2) (3)	287,311	9.5	100,795
Telegraph & Telephone (9)	24,000	0.8	8,488
Tobacco & Products (2) (3)	21,325	0.7	7,427
Water, private (4)	4,500	0.1	1,061
Water, municipal (4)	3,000	0.1	1,061
Wholesale Distribution (1) (3)	100,000	3.3	35,013
All Other (estimated)	100,000	3.3	35,013

* Total of 1937 approximately 100,000 greater than Nov.- Dec., 1939.
(1) Source of data: Estimated from data in Census of Business, 1935.
(2) Source of data: Pennsylvania Department of Internal Affairs.
(3) Data available by Pennsylvania Counties
(4) Basis for estimate not considered satisfactory.
(5) Source of data: Pennsylvania Electric Association.
(6) Source of data: Estimated by Pennsylvania Department of Internal Affairs.
(7) Source of data: Estimated from data furnished by Pennsylvania Department of Public Instruction.
(8) Source of data: Interstate Commerce Commission Reports.
(9) Source of data: Telephone and Telegraph Companies.

TABLE IV

EMPLOYMENT IN PENNSYLVANIA IN INDUSTRY, BUSINESS, AND AGRICULTURE
(1937 AND NOV. - DEC. 1939)*
WITH QUOTA OF ADDITIONAL EMPLOYMENT NECESSARY TO ABSORB ALL UNEMPLOYED

	Employment(1937)		Quota of Additional Employment
	Number	Per Cent	
TOTAL	3,032,452	100.0	1,061,000
Industry**	1,448,182	47.8	507,158
Business ***	1,234,270	40.7	431,827
Agriculture	250,000	8.2	87,002
All Other	100,000	3.3	35,013

* Total for 1937 approximately 150,000 greater than Nov. - Dec., 1939.

** Includes industries listed in Industrial Directory issued by Pennsylvania Department of Internal Affairs:

Chemicals and Allied Products; Clay, Glass and Stone Products; Food and Kindred Products; Leather and Rubber Goods; Lumber and Metal Products; Mine and Quarry Products; Paper and Printing Industries; Textiles and Textile Products; Tobacco and its Products; Miscellaneous Products; Railroad Repair Shops.

*** See Table for details.

ture eight per cent. Metal and metal products, and retail distribution are the leading employers in industry and business respectively. (See Table III).

The quota of additional employment suggested in Table III for each industry and business represents a distribution of the total number of unemployed persons in the proportion that employment by an industry or business bears to total employment. Such a distribution is a theoretical suggestion only, and has little practical value.

Employment and Business - Pennsylvania and the United States

In order to study employment trends in Pennsylvania and the United States, data on "Indexes of Employment and Payrolls in Manufacturing Industries" have been assembled and presented in Exhibit I.

The indexes are of most value as indicating "trends." In general, industrial employment in Pennsylvania parallels that of the nation. An economic stimulus that affects primarily the "heavy manufacturing" and coal industries results in a more rapid improvement in Pennsylvania than in the States as a whole. This tendency is reflected during the fall months of 1939.

It is generally true both in Pennsylvania and the nation that payrolls are more sensitive than employment to economic changes. Examination of the chart reveals that during the latter part of 1938 payrolls increased faster than employment, and that the later decrease in employment was accompanied by a more rapid decline in payrolls. Employment trends during the recent months in Pennsylvania are in general similar to those in the United States and previous

periods of industrial improvement and decline.

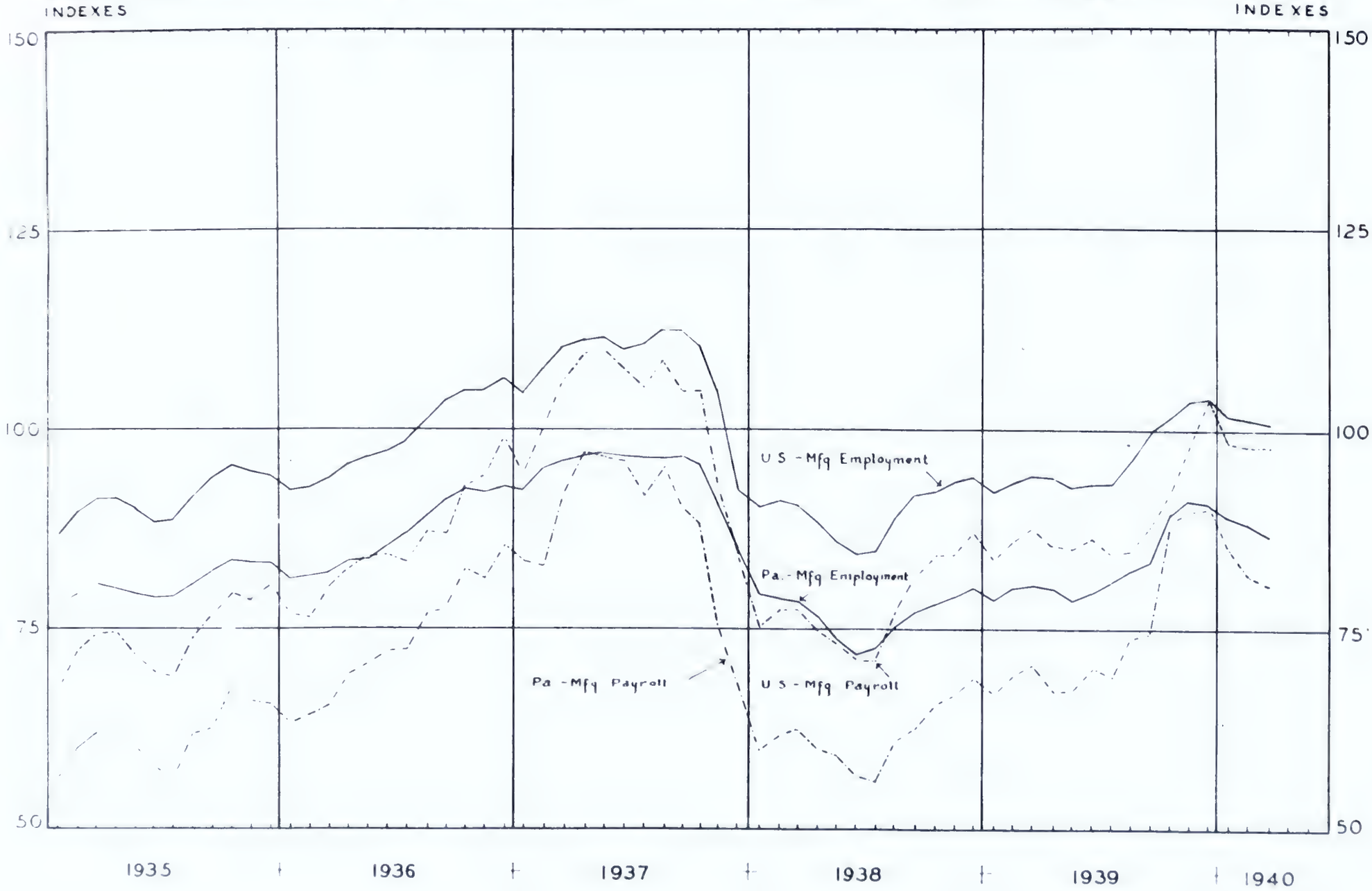
Inspection of Exhibit II "Comparison of United States Business Activity with Pennsylvania Industrial Activity" reveals the similarity in the "trends" of the two indexes. Both Pennsylvania and the nation experienced considerable economic improvement during the latter part of 1939 that reached a peak during the winter months. Business conditions in the early months of 1940 are definitely better than in the corresponding months in 1939 or during the recession in 1938. The variation in Pennsylvania's industrial activity during December, 1939, and January, 1940, from the pattern for the United States is explained in the "Pennsylvania Business Survey" (Published by the Pennsylvania State College) as due to the influence of coal production in the computed index.

(NOTE: Since the indexes have different bases and constituents, the data do not permit the inference that business in the United States is better than in Pennsylvania.)

INDEXES OF EMPLOYMENT AND PAYROLLS IN MANUFACTURING INDUSTRIES - PENNSYLVANIA AND UNITED STATES

PAGE
EXHIBIT
I

SOURCE - U S INDEXES - BUREAU OF LABOR STATISTICS - PA. INDEXES - PHILADELPHIA FEDERAL RESERVE BANK

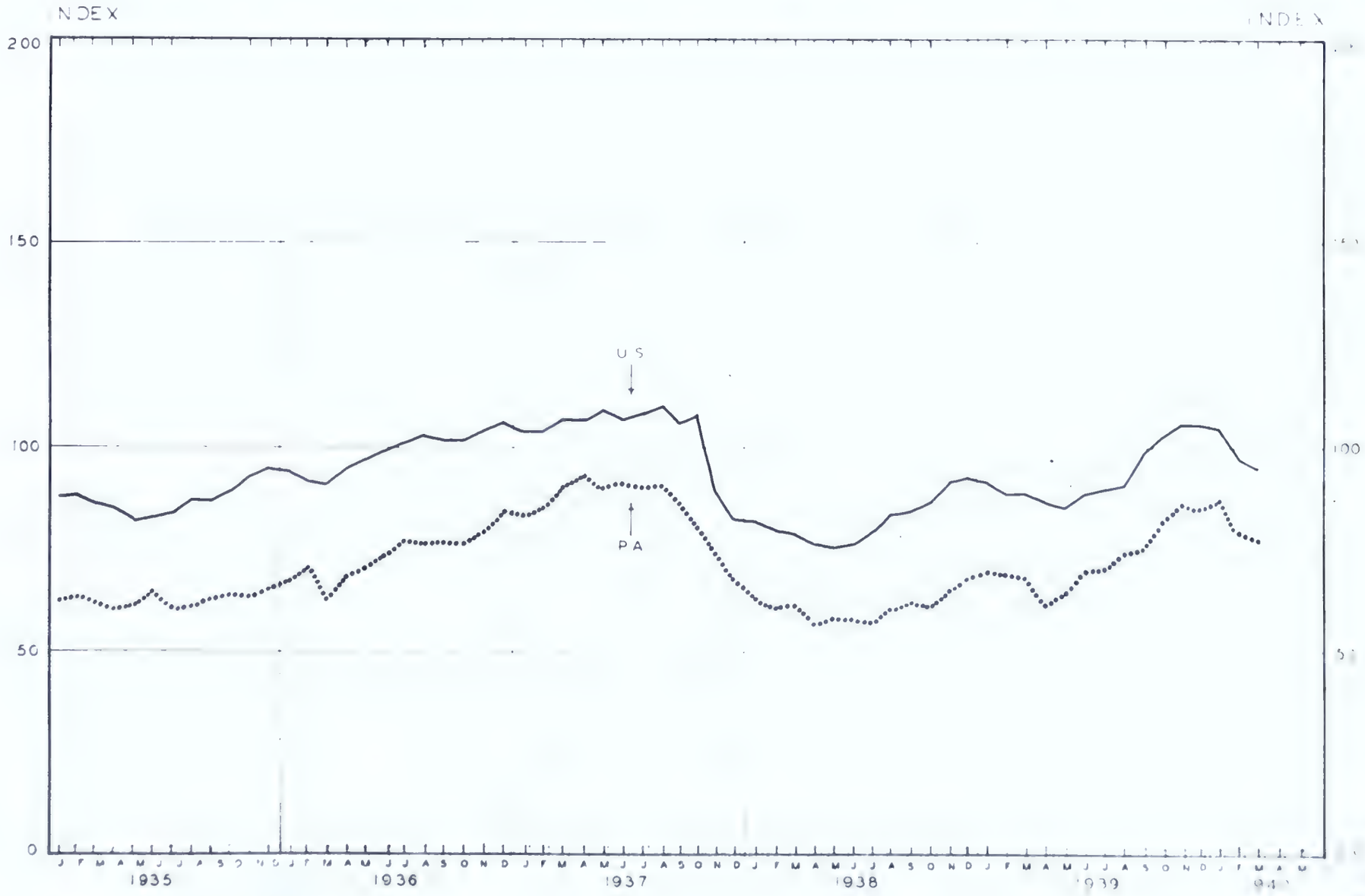


BASE - 1923 - 25 = 100

PREPARED BY - STATISTICAL DIVISION PENNSYLVANIA JOB MOBILIZATION COMMITTEE

COMPARISON OF UNITED STATES BUSINESS ACTIVITY WITH PENNSYLVANIA INDUSTRIAL ACTIVITY

EXHIBIT II



SOURCE - UNITED STATES - NEW YORK TIMES

PENNSYLVANIA - PENN. STATE COLLEGE, BUSINESS SURVEY

BASE - UNITED STATES NORMAL = 100

PENNSYLVANIA 1923 - 25 = 100

PREPARED BY - STATISTICAL DIVISION JOB MOBILIZATION COMMITTEE

Increased Construction as an Aid to Industrial Recovery

(NOTE: The information presented here was prepared as of January, 1940 and the estimates are based on conditions at that time).

The immediate expenditure of the construction dollar varies considerably. In general, "wages at the site" account for thirty-five cents, materials fifty cents, and profits and overhead fifteen cents. Probably about eighty cents of each construction dollar is, as the result of turnover, ultimately expended for wages and salaries. Obviously, this will vary with the type of construction.

The major portion of the wage dollar is finally distributed for such necessities as food thirty-two cents, rent sixteen cents, clothing eleven cents, household operation twelve cents, etc. These data are shown graphically in the attached Exhibit III.

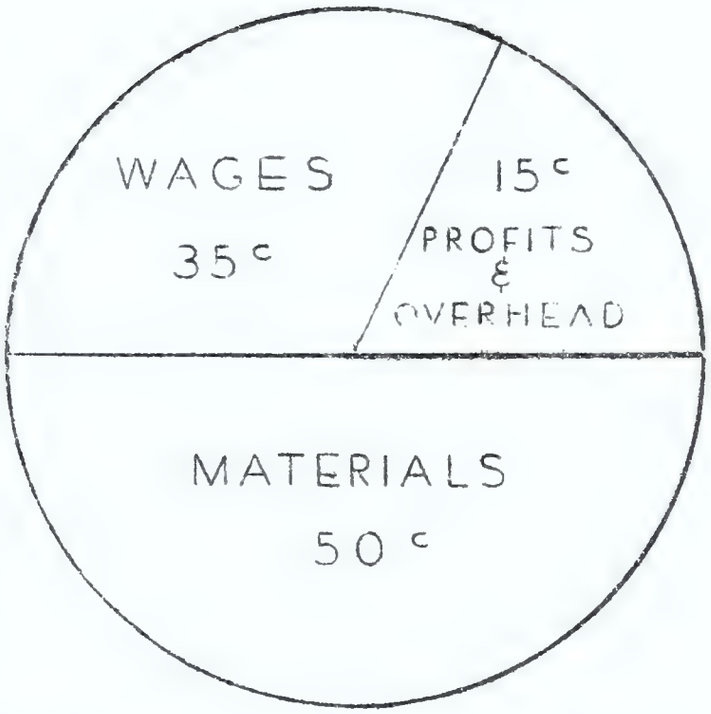
A more frequent type of analysis eliminates consideration of profits and overhead and simply shows distribution of expenditures for construction work between wages and materials. In general, wages account for 40 per cent and materials 60 per cent. Wages at the site vary from as high as 90 per cent for excavating and grading, to as little as 20 per cent of the cost of purchasing and installing the glass used in building construction. (See Table I).

Although in general the 40 - 60 ratio holds for construction of roads and streets, the Pennsylvania Department of Highways estimated a 50-50 ratio for construction of concrete roads and a 60 - 40 ratio for construction of flexible base and bituminous surface roads.

Although this analysis is not primarily concerned with economic theory, it seems opportune to call attention to the desirability of utilizing private in contrast to public capital when considering

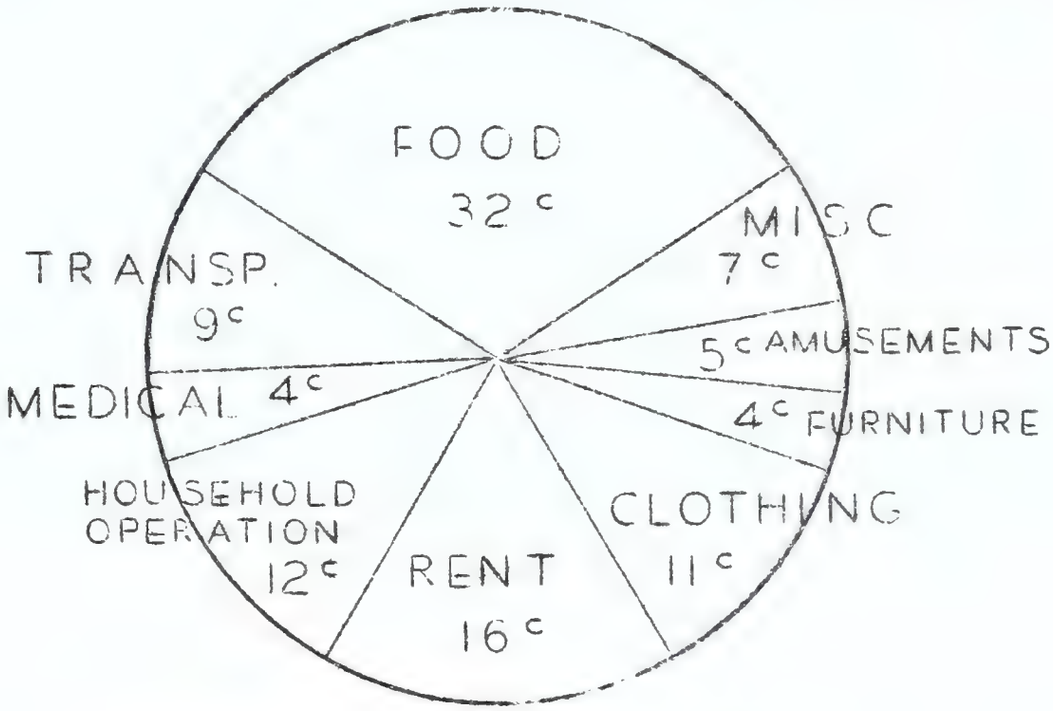
industrial and trade expansion. This, in turn, necessitates an immediate or well established future demand for the product or products in order that the investment may be sound and industrial recovery may be steady. Probably, an expanded housing program represents both a product that is in demand and a type of work that can utilize private funds.

THE CONSTRUCTION DOLLAR



ORIGINAL EXPENDITURE

TOTAL WAGE PAYMENTS AS A RESULT OF TURNOVER



FINAL DISTRIBUTION OF THE WAGE DOLLAR

TABLE I

PER CENT OF COST OF CONSTRUCTION WORK
CHARGEABLE TO LABOR AND MATERIALS

	Wages at Site	Materials
Buildings - Non-residential	40%	60%
Excavating & Grading	90	10
Brickwork	40	60
Carpenter work (Builders' Hardware, Lumber and Millwork)	30	70
Tilework	30	70
Concrete Work	50	50
Structural Steel	40	60
Electrical Wiring & Fixtures	40	60
Heating & Ventilating	30	70
Plumbing	30	70
Plastering	50	50
Painting	70	30
Roofing	40	60
Glass & Glazing	20	80
Miscellaneous	20	80
Buildings - Residential	35	65
Water & Sewerage	35	65
Roads & Street	40	60
Railroad Construction	30	70
Reclamation	40	60
River & Harbor Work	40	60
Forestry	65	35

*Source of Data: Adapted from Loucks, William N., The Stabilization of Employment in Philadelphia, Table 31, Page 162 (Philadelphia, Pa., University of Pennsylvania Press, 1931); and The Record of PWA, Chapter II (Washington, D.C., United States Government Printing Office, 1939).

The estimate presented in Exhibit IV reveals the magnitude of the expenditures required by a construction program that would provide employment for those unemployed who are available for work in the construction industry. An expenditure of $24,000,000 per month for wages at the site to 200,000 persons would entail an additional cost of $36,000,000 per month for materials thereby giving employment indirectly to 500,000 other people or a total of 700,000.

Jobs for this number would represent employment for approximately 70 per cent of the unemployed. The general economic improvement that would be associated with an employment boom of this magnitude might conceivably result in sufficient other jobs that work would be available for all of those who are not unemployed.

The major difficulty impeding such a solution to the unemployment problem lies in the magnitude of the expenditures that would be required - $60,000,000 monthly. It is conceivable that this rate of expenditure would not continue to be necessary if business and employment would stabilize at the high level attained. On the other hand, these estimates are computed for Pennsylvania alone, and under our present economy one State does not function apart from the others.

The feasibility of such a program as here outlined is practically nil.

ESTIMATED COST OF A CONSTRUCTION PROGRAM TO EMPLOY THOSE UNEMPLOYED PERSONS WHO ARE AVAILABLE FOR WORK IN THE CONSTRUCTION INDUSTRY
(JANUARY, 1940)

Estimated Number of Unemployed Persons Available for Work at Site in the Construction Industry	200,000
Estimated Number of man-hours of employment per month, at 40 hours per week per man	32,000,000
Estimated Cost of Wages at Site per Month, at $ .75 per Hour (Average Wage)	$24,000,000
Estimated Cost of Material	$36,000,000
Estimated Number of Persons Given Employment Indirectly	500,000
Total Employment per Month	700,000
Total Cost per Month	$60,000,000

UNEMPLOYMENT RELIEF

Trends in the Relief Programs

Although only two of the relief programs in Pennsylvania, State General Assistance and Federal Work Relief (W.P.A.), are primarily concerned with unemployment relief, nevertheless the degree of dependence on the other assistance programs reflects in part the dependence of people on financial assistance from public funds because of lack of sufficient income from private sources. Exhibits I and II are included in order to present the information designated by their respective titles: "Number of Persons Dependent upon Public Assistance and Work Relief" and "Monthly Payments to Recipients of Public Assistance and Work Relief." Inspection of the charts is sufficient to indicate the relative size of each of the relief programs in terms of persons cared for, and the accompanying expenditures.

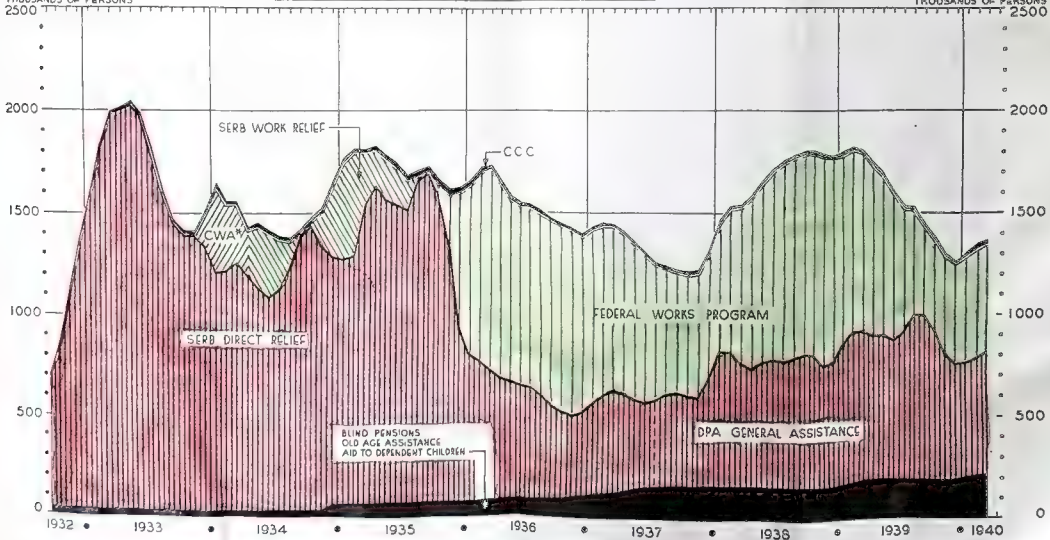
In order to focus attention on the two unemployment relief programs, especially during a more recent period, Exhibit III has been prepared to show the "Number of General Assistance and WPA Cases, January, 1939 to April, 1940." (NOTE: A case represents either a lone individual or a family receiving relief for himself, or himself and dependents.)

As indicated in the chart, following a peak in February, 1939 in the combined number of General Assistance and W.P.A. cases there was a pronounced decrease that leveled off during the winter months. During this same period the General Assistance rolls increased to reach a peak in August, 1939 due to decreased W.P.A. activity with resulting necessity for increased responsibility by the State General Assistance program for financial assistance to the unemployed.

PAGE
EXHIBIT
X

NUMBER OF PERSONS DEPENDENT UPON PUBLIC ASSISTANCE AND WORK RELIEF

BY MONTHS • SEPTEMBER 1932 TO APRIL 1940



* REPRESENTS PERSONS PREVIOUSLY RECEIVING DIRECT RELIEF, ESTIMATED AS ONE THIRD OF THE TOTAL PERSONS DEPENDENT UPON CIVIL WORKS PROGRAM EARNINGS

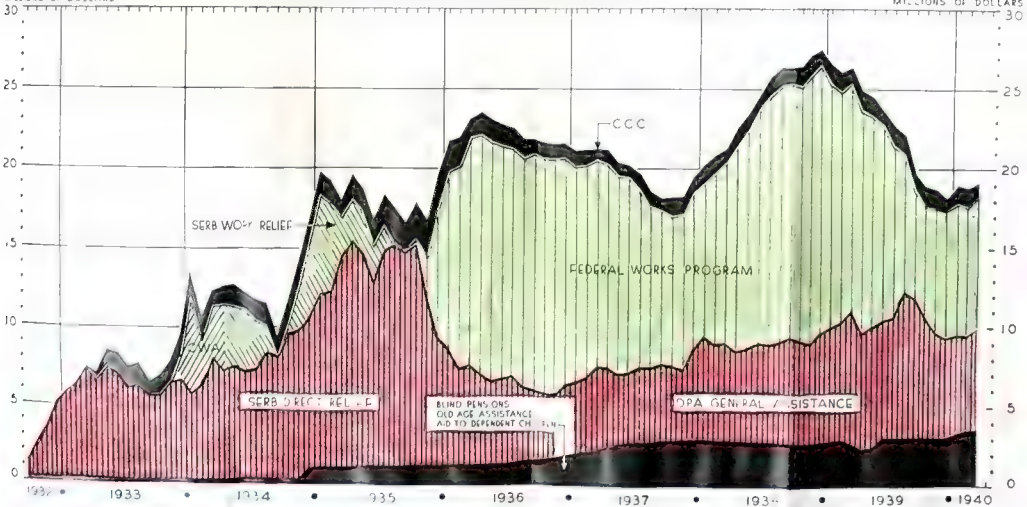
NOTE: THE PRECIPITOUS 1932-33 RISE IN THE RELIEF POPULATION, AS CHARTED ABOVE, REFLECTS A TRANSFER OF RESPONSIBILITY AS WELL AS AN INCREASE IN RELIEF NEEDS, PRIOR TO THE STATE AND FEDERAL PROGRAMS AND FOR SOME MONTHS THEREAFTER A LARGE NUMBER OF NEEDY PERSONS WERE CARED FOR BY VOLUNTARY EMERGENCY RELIEF FUNDS AND OUTDOOR RELIEF EXTENDED BY THE LOCAL POOR BOARDS

REPRODUCED BY — JOB MOBILIZATION COMMITTEE

MONTHLY PAYMENTS TO RECIPIENTS OF PUBLIC ASSISTANCE AND WORK RELIEF

PAGE EXHIBIT 17

BY MONTHS • SEPTEMBER 1932 TO APRIL 1940

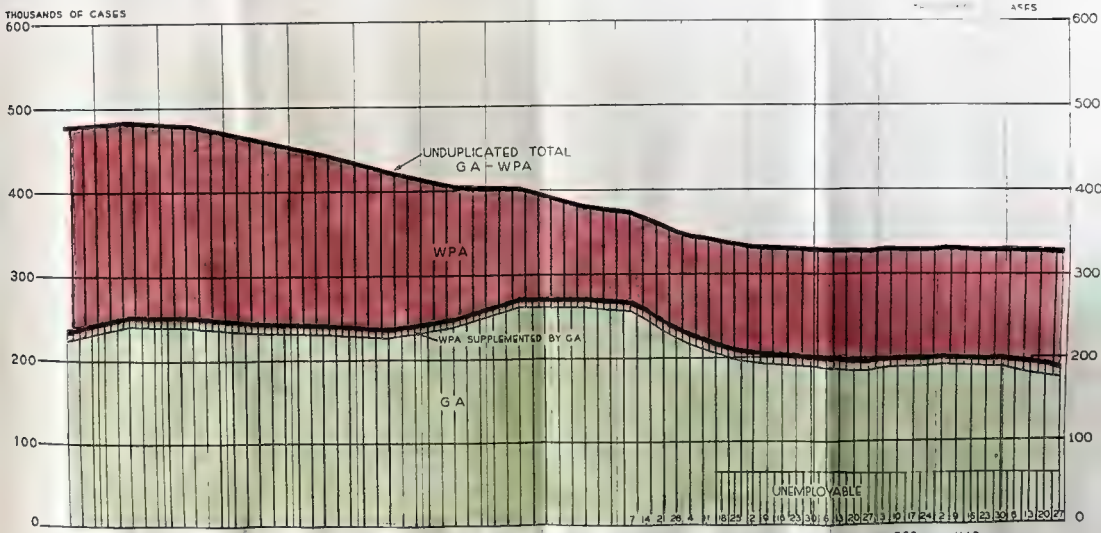


SOURCE: DEPARTMENT OF PUBLIC ASSISTANCE

REPRODUCED BY JOB MOBILIZATION COMMITTEE

NUMBER OF GENERAL ASSISTANCE AND WPA CASES

BY MONTHS – JANUARY TO SEPTEMBER, INCLUSIVE, 1939 BY WEEKS – OCTOBER 7, 1939 TO MARCH 31, 1940



SOURCE – PENNSYLVANIA DEPARTMENT OF PUBLIC ASSISTANCE

PREPARED BY – STATISTICAL DIVISION OF JOB MOBILIZATION COMMITTEE

Beginning in October, 1939 the General Assistance rolls decreased rapidly and then leveled off during the winter months. Both the combined unemployment relief and general assistance rolls remained approximately constant during the winter of 1939-1940 in contrast to the seasonal increases usually experienced.

The data presented in the following three Exhibits are of interest in studying the behavior of the unemployment relief load during the winter season and the course of the Job Mobilization Campaign. The first chart, "Unduplicated Number of Cases Dependent on State General Assistance and Federal Work Relief (W.P.A.) July, 1938 to April, 1940." reflects the condition shown in Exhibit IV - a gradual decrease in the unemployment relief load following the peak in the winter of 1938-1939. The other two Exhibits V and VI in this group, "Number of Cases Dependent on State General Assistance, July, 1938 to April, 1940" and "Expenditures for State General Assistance Grants, July, 1938 to April, 1940," emphasize the decrease mentioned above in the State financed General Assistance Program during the fall and winter of 1939-1940 in contrast to the general increase in the corresponding months one year earlier.

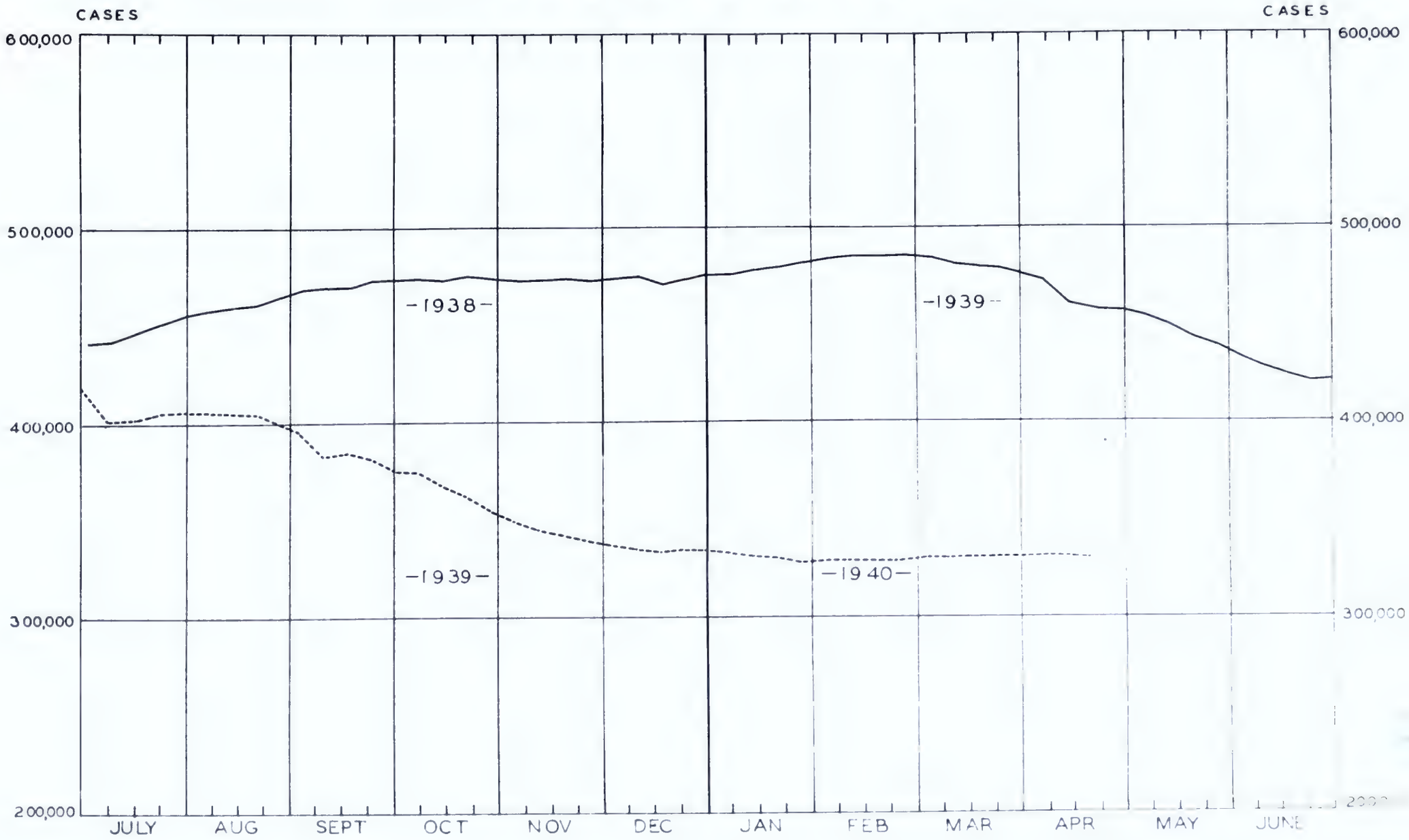
THE RELATION OF THE UNEMPLOYMENT RELIEF LOAD TO EMPLOYMENT CONDITIONS

Unusually pertinent to any movement interested in stimulating additional employment is the relation of the unemployment relief load to employment conditions. Exhibit VII presents "Indexes of Unemployment Relief Cases (General Assistance and W.P.A.) and Industrial Employment in Pennsylvania, January, 1935 to March, 1940." Both Manufacturing and General Employment follow the same general pattern. It is clearly indicated that when employment increases

UNDUPLICATED NUMBER OF CASES DEPENDENT ON STATE GENERAL RELIEF AND FEDERAL WORK RELIEF (W.P.A.)

JULY 1938 TO DATE

PAGE EXHIBIT IV

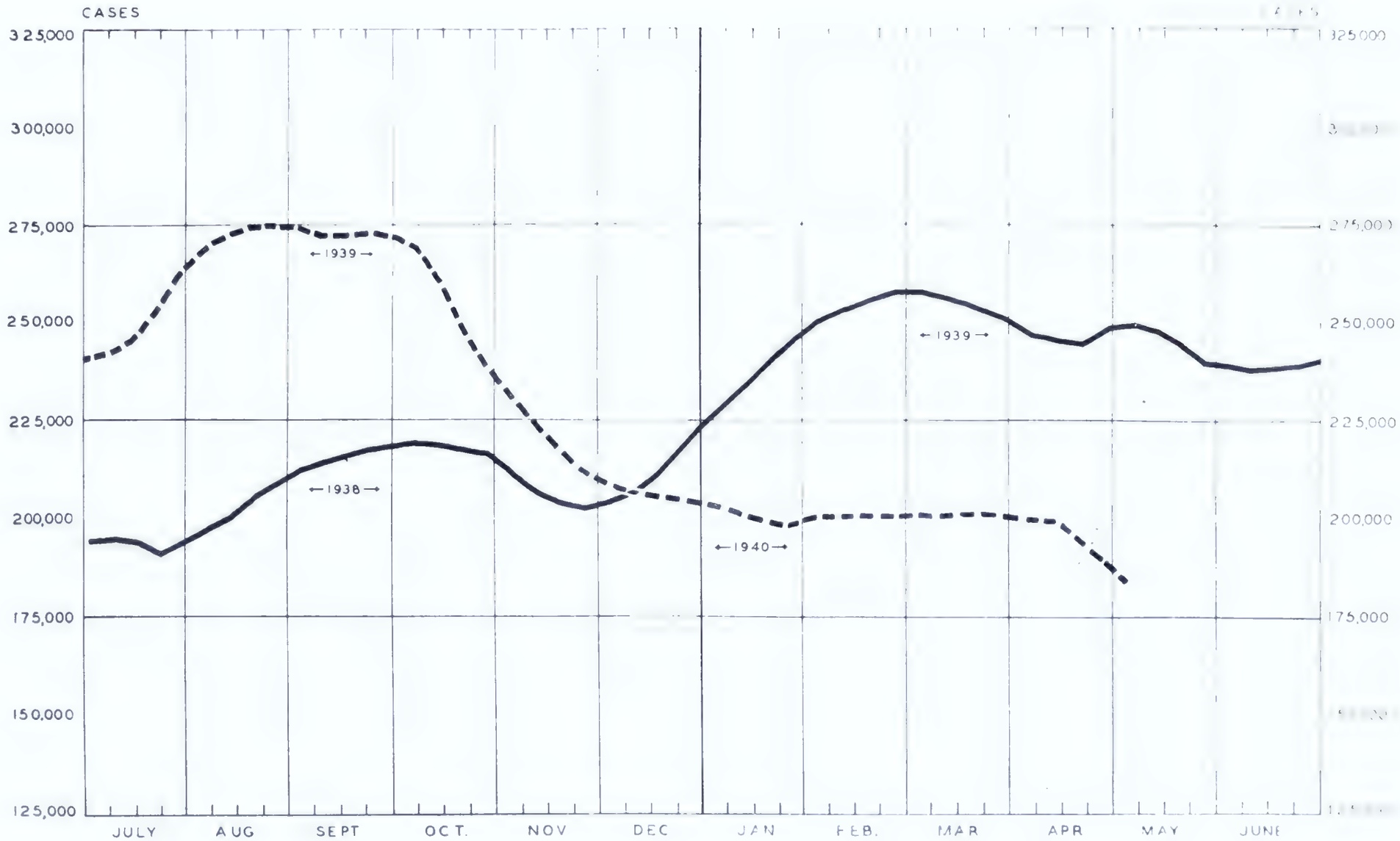


SOURCE - WEEKLY STATISTICAL REPORT PENNSYLVANIA DEPARTMENT OF PUBLIC ASSISTANCE

PREPARED BY STATISTICAL DIVISION PENNSYLVANIA JOB MOBILIZATION COMITTEE

NUMBER OF CASES DEPENDENT ON STATE GENERAL ASSISTANCE BY WEEKS JULY 1938 TO DATE

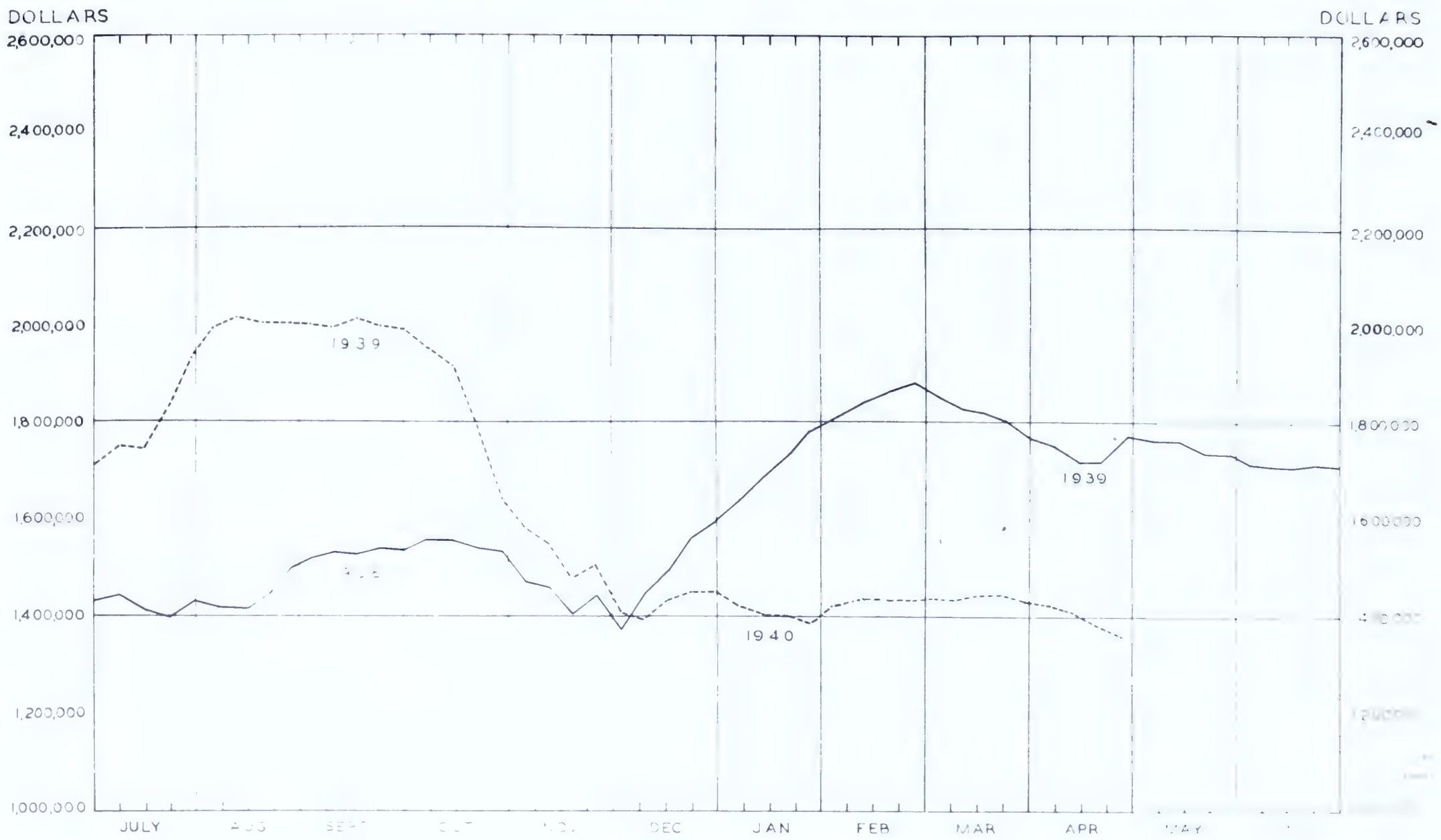
PAGE
EXHIBIT
V



SOURCE – PENNSYLVANIA DEPARTMENT OF PUBLIC ASSISTANCE
PREPARED BY—STATISTICAL DIVISION PENNSYLVANIA JOB MOBILIZATION COMMITTEE

EXPENDITURES FOR STATE GENERAL ASSISTANCE GRANTS BY WEEKS JULY 1938 TO DATE

PAGE EXHIBIT VI



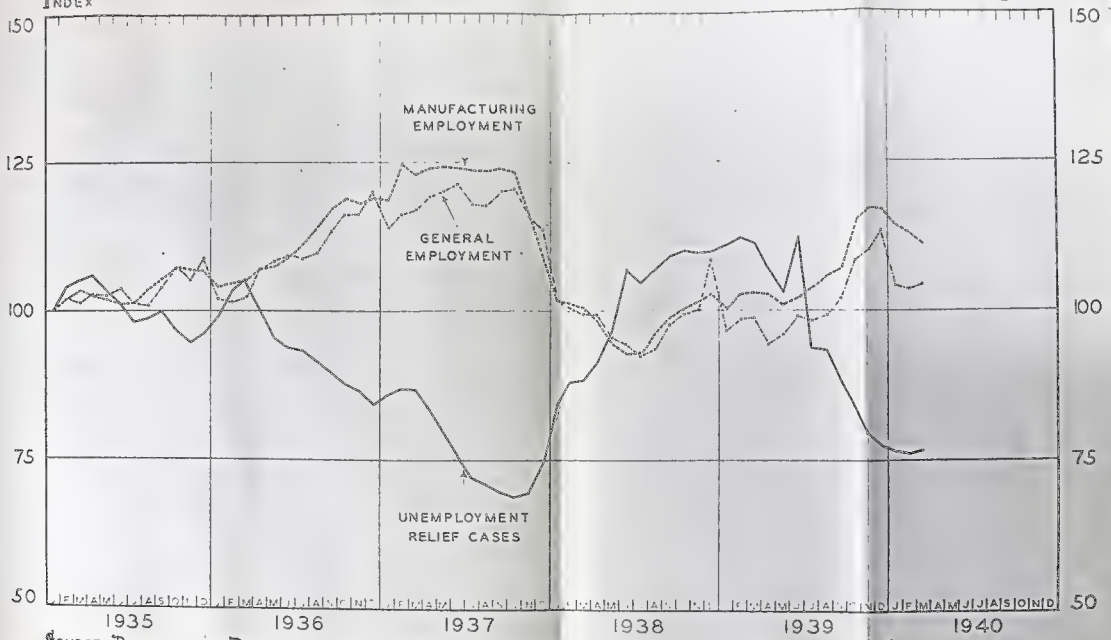
SOURCE - WEEKLY STATISTICAL REPORT, PENNSYLVANIA DEPARTMENT OF PUBLIC ASSISTANCE

PREPARED BY STATISTICAL DIVISION, PENNSYLVANIA JOB MOBILIZATION COMMITTEE

INDICES OF UNEMPLOYMENT RELIEF CASES (G.A. AND W.P.A.) AND INDUSTRIAL EMPLOYMENT IN PENNSYLVANIA

JANUARY 1935 TO DATE

BASE — JANUARY 193[illegible] = 100



SOURCE—RELIEF CASES—PENNSYLVANIA DEPARTMENT OF PUBLIC ASSISTANCE

INDUSTRIAL EMPLOYMENT—FEDERAL RESERVE BANK OF PHILADELPHIA

PREPARED BY — STATISTICAL DIVISION JOB MOBILIZATION COMMITTEE

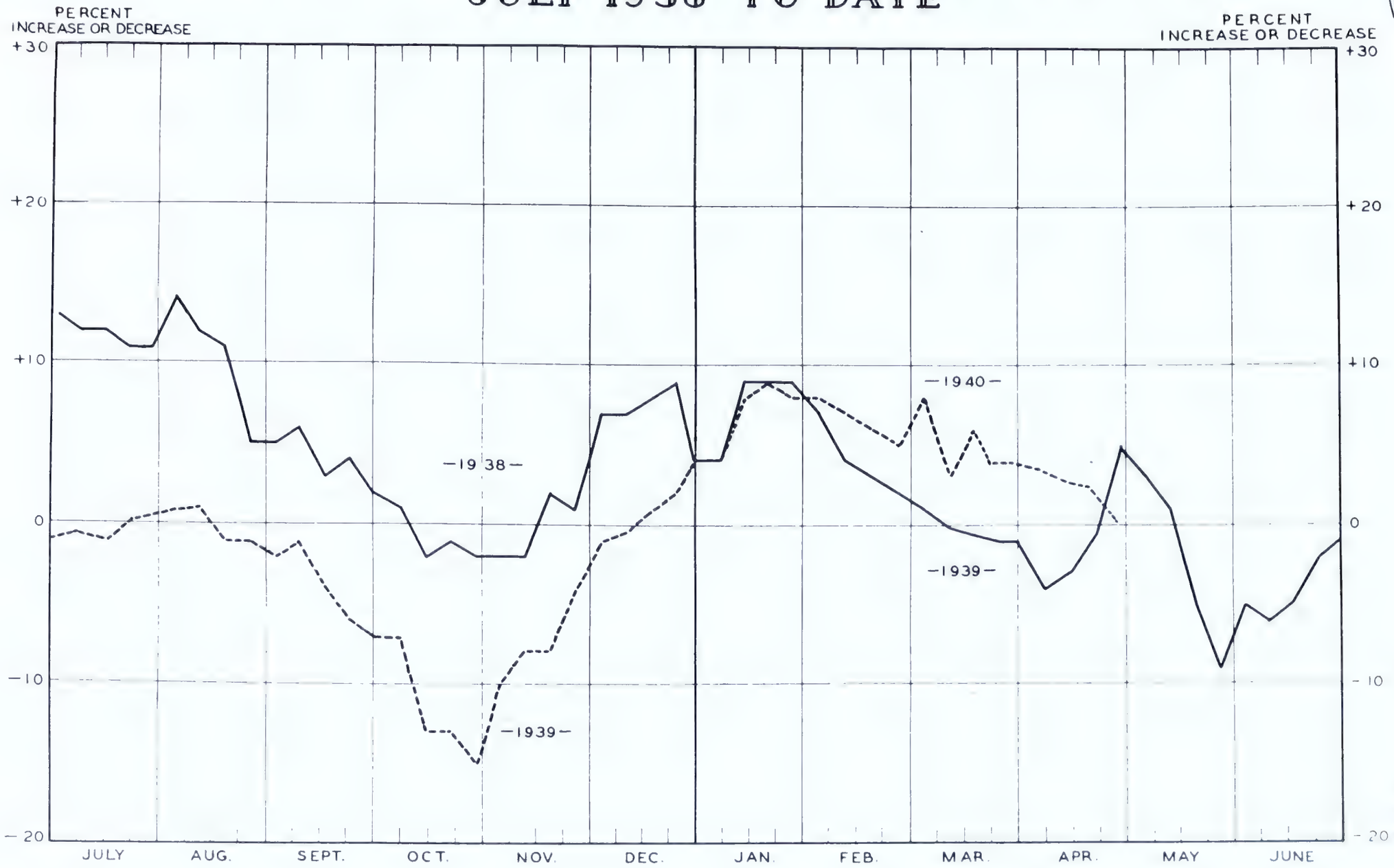
the relief rolls go down, and conversely that decreased employment is accompanied by an increase in unemployment relief. In association with increased employment in Pennsylvania during 1939 the relief rolls went down. This decrease was halted in the early months of 1940 in keeping with the less favorable employment conditions that developed following the peak the latter part of 1939.

Effect of Private Employment on the Relief Rolls

The effect of private employment in removing people from the General Assistance (direct relief) rolls is felt directly when an active case is closed because a member has secured private employment, and indirectly when an active case is closed because a member has received a W.P.A. job, replacing a former worker who has obtained private employment. Information on the second of these factors is not available, but the Department of Public Assistance has records to indicate the number of General Assistance cases closed because private employment has been secured, and opened because such employment has been lost. The difference between these two factors represents the net direct effect of private employment on the General Assistance rolls. Exhibit VIII, "Percentage Change in General Assistance Cases Due to the Direct Effect of Private Employment, July, 1938 to April, 1940," largely tells its own story. In keeping with improved employment opportunities during the latter part of 1939 private employment accounted directly for a larger percentage decrease in General Assistance cases than a year earlier; but in the early part of 1940 its effect was slightly less favorable than during the corresponding period one year earlier. This undoubtedly was due to the drastic business recession with corresponding decrease in employment.

PERCENTAGE CHANGE IN GENERAL ASSISTANCE CASES DUE TO DIRECT EFFECT OF PRIVATE EMPLOYMENT JULY 1938 TO DATE

PAGE
EXHIBIT
VIII



SOURCE WEEKLY STATISTICAL REPORT PENNSYLVANIA DEPARTMENT OF PUBLIC ASSISTANCE

PREPARED BY STATISTICAL DIVISION PENNSYLVANIA JOB MOBILIZATION COMMITTEE

Unemployment Relief in Pennsylvania and Other States

Exhibits IX and X present a comparison of Pennsylvania with the seven other large industrial states, according to the ratio of the total number of cases dependent on State General Relief and Federal Work Relief (W.P.A.) to gainful workers as reported in the 1930 census of the United States. Although not exactly uniform in all of the states concerned, the number of General Relief cases tends to represent a corresponding number of employable persons which, when added to the number of W.P.A. employees yields a fair measure of the number of unemployed people dependent on state or Federal unemployment relief.

In brief, it is indicated that in all of the states considered the extent of this dependency is less than one year ago; that between March, 1939 and March, 1940 the ratio has decreased in Pennsylvania approximately 4 per cent and in the "other states" 2 per cent; and that in Pennsylvania the trend has, in general, continued to the present time, while in the "other states" the low point was reached in September, 1939, after which there has been an increase.

The causes of both the month to month and constant variations in the amount of dependency on unemployment relief in the various States may be found in the differences in relief standards, seasonal employment, and the type of industry that may be responding to a particular economic stimulus.

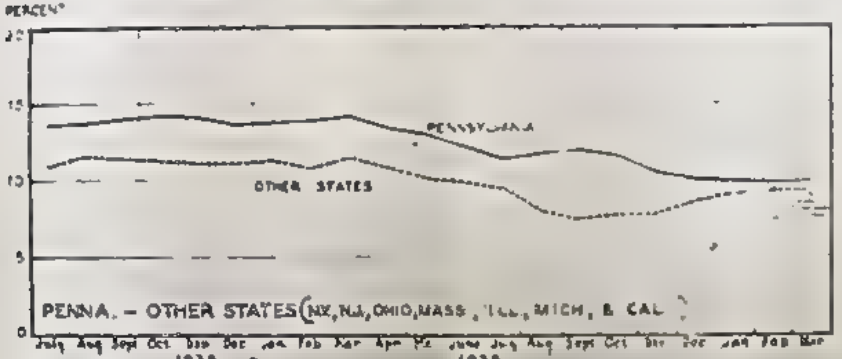
Both Exhibits IX and X have the same title, "Pennsylvania Compared with other Large Industrial States According to the Ratio of the Total Number of Cases Dependent on State General Relief and Federal Work Relief (W.P.A.) to Gainful Workers, July, 1938 to March, 1940."

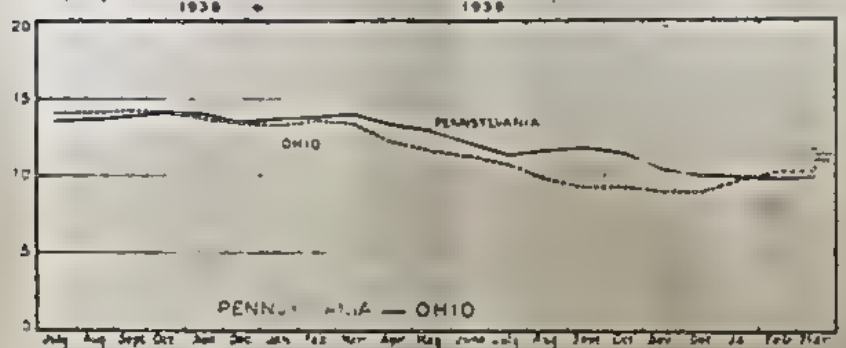
PAGE EXHIBIT IX

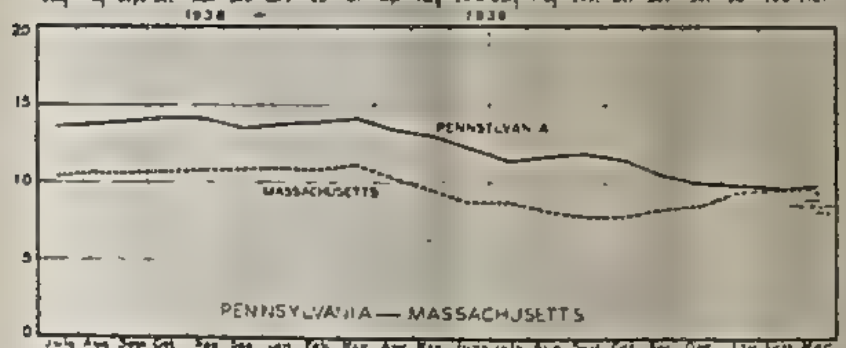
PENNSYLVANIA COMPARED WITH OTHER LARGE INDUSTRIAL STATES ACCORDING TO THE RATIO OF THE TOTAL NUMBER OF CASES DEPENDENT ON STATE GENERAL RELIEF AND FEDERAL WORK RELIEF (WPA) TO GAINFUL WORKERS (1930 U.S. CENSUS) JULY 1938 TO DATE

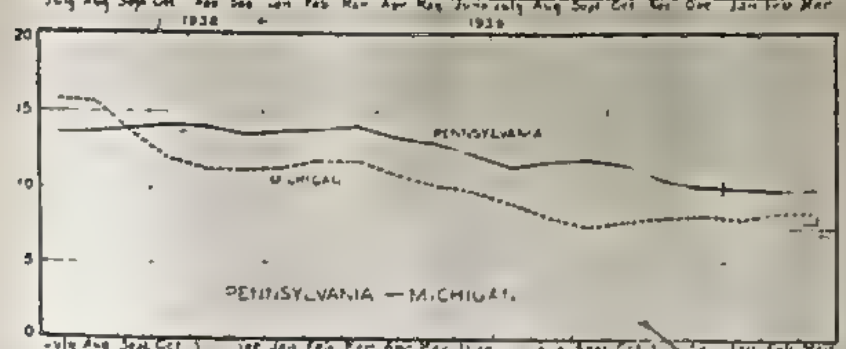
SOURCE—SOCIAL SECURITY BOARD BULLETIN

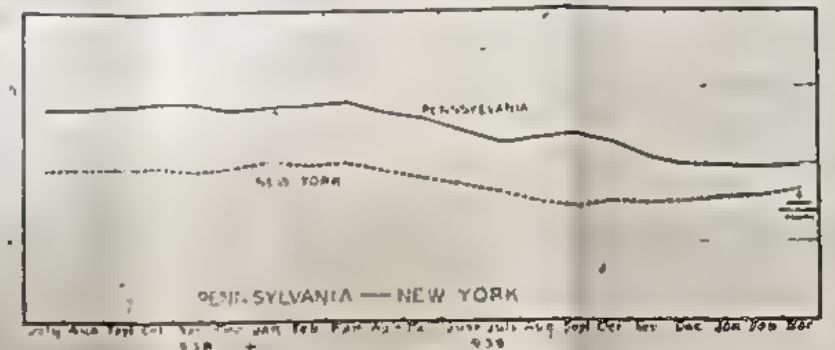
PENNSYLVANIA JOB VOCATION COMMITTEE

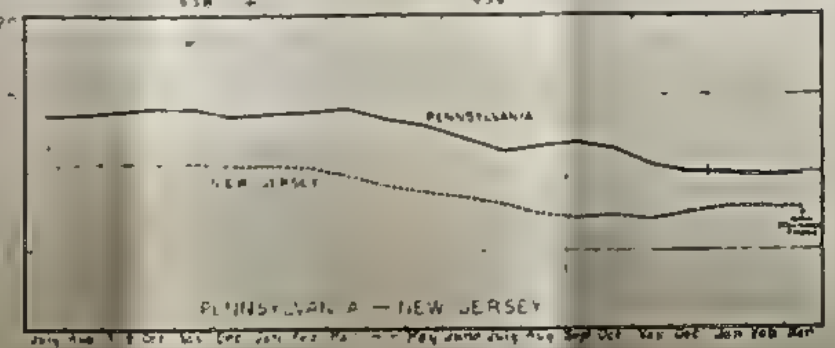


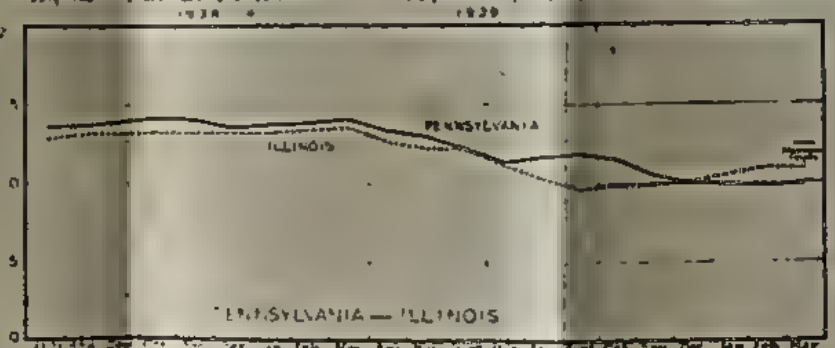


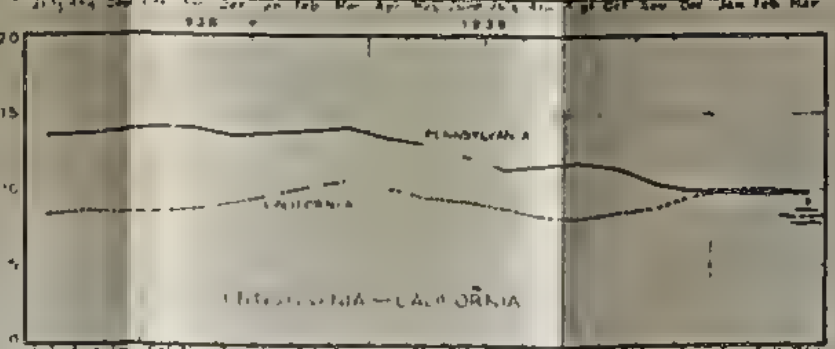








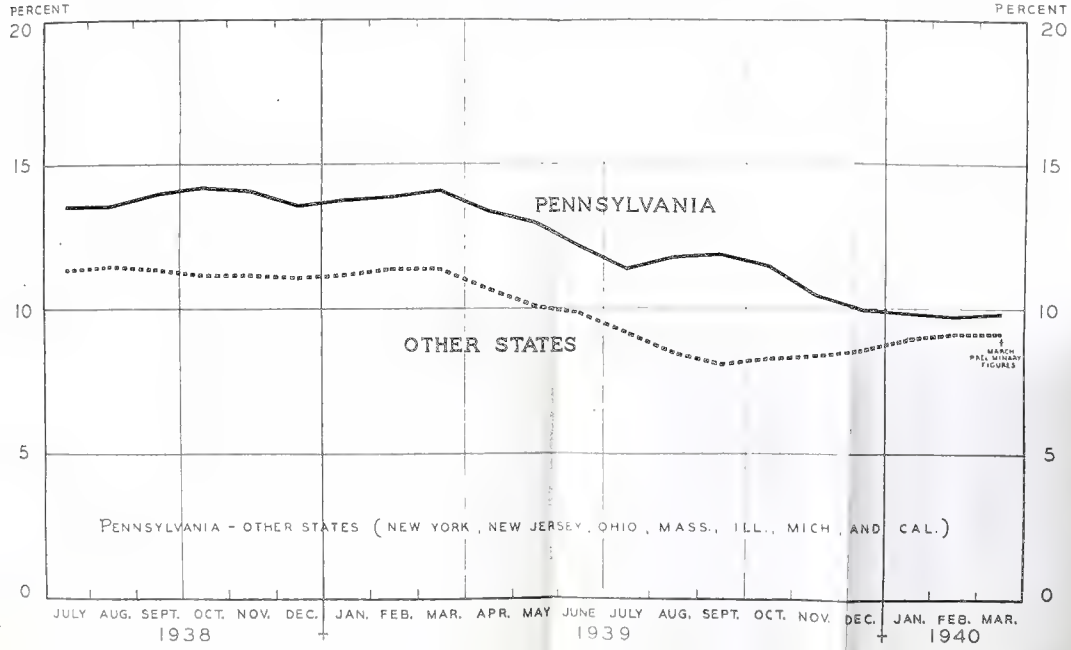




PENNSYLVANIA COMPARED WITH OTHER LARGE INDUSTRIAL STATES ACCORDING TO THE RATIO OF THE TOTAL NUMBER OF CASES DEPENDENT ON STATE GENERAL RELIEF AND FEDERAL WORK RELIEF (WPA) TO GAINFUL WORKERS.

(1930 US CENSUS) JULY 1938 TO DATE

PAGE EXHIBIT X



SOURCE - SOCIAL SECURITY BOARD BULLETIN

PREPARED BY - STATISTICAL DIVISION PENNSYLVANIA CB MOBILIZATION COMMITTEE.

However, Exhibit IX shows Pennsylvania compared with each of the states separately, while Exhibit X represents the comparison of Pennsylvania with the "other states" collectively.

Status of the Appropriation for Public Assistance

As an associated problem with that of the cost of General Assistance, it is of interest to know how much money is available for public assistance expenditures and how long this amount will probably last. Information to this effect is shown in Exhibit XI, "Status of Appropriation for Public Assistance, Balance and Estimated Date of Exhaustion, Biennium June, 1939 - May, 1941." Since expenditures for General Assistance constitute the bulk of the total cost of public assistance from State funds, the rate at which the appropriation for public assistance is expended is primarily dependent on the number of General Assistance cases and necessary financial grants.

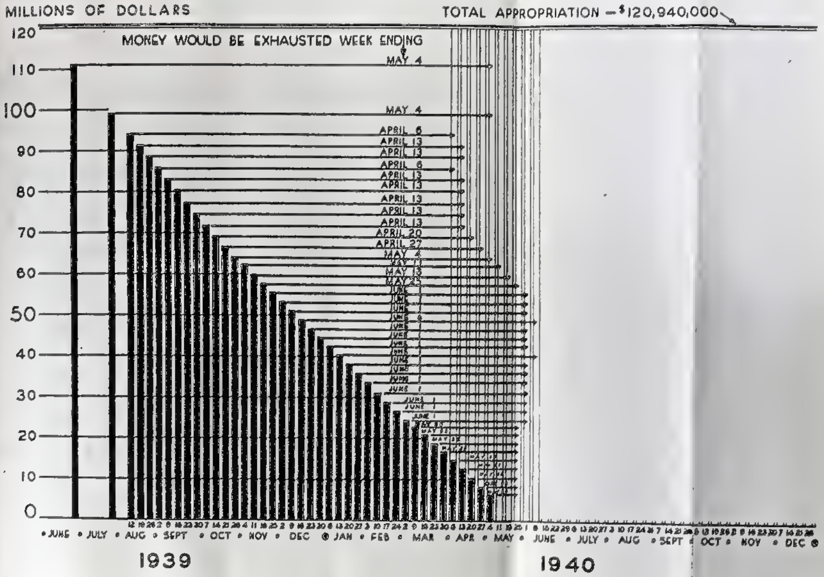
Inspection of the chart indicates that in keeping with the decreasing General Assistance case load during the latter part of 1939 the life of the appropriation at the rate of expenditure for a particular week increased to reach an estimated exhaustion date some time during the week ending June 1, 1940. In association with subsequent slight increases in General Assistance grants later estimates indicate that the appropriation will be exhausted during the week ending May 25, 1940.

Relation of Total Unemployment and Relief

Questions are frequently asked regarding the number of the unemployed people who are dependent on relief. Estimates by the Department of Public Assistance indicate that as many as 635,000 of Pennsylvania's unemployed received relief during the depth of

STATUS OF APPROPRIATION FOR PUBLIC ASSISTANCE

BALANCE AND ESTIMATED DATE OF EXHAUSTION THE BIENNIUM JUNE '39 – MAY '41



PREPARED BY JOB MOBILIZATION COMMITTEE

the depression in 1933 and that during 1937 and the latter part of 1939 when recovery was most pronounced as few as 325,000 of the unemployed were on relief.

The accompanying Table I, "Estimated Number of Jobs Necessary to Care for all Unemployed and to Remove from Relief Those on Combined Federal (W.P.A.) and State (G.A.) Relief Rolls, and only those on State (G.A.) Relief Rolls," was prepared on February 1, 1940, but the data are typical of conditions at the present time and are generally representative of conditions during the recent winter. The following comments were prepared to accompany the table.

> The total number of unemployed persons in Pennsylvania is approximately 1,000,000. To give work to all of these people, it would be necessary to increase employment approximately 37 per cent.
>
> It is estimated that about two-thirds of the unemployed are <u>not</u> on relief. The one-third (350,000) of theunemployed persons who are on Federal Work Relief (W.P.A.) or State General Assistance (direct relief) are members of approximately 271,000 so-called "cases" (single persons or family groups).
>
> About one-sixth (160,000) of the unemployed receive State General Assistance (direct relief), and are members of about 135,000 cases.
>
> The W.P.A. cases and employable General Assistance cases could, in most instances, be supported by the one or more employable members of each case, if those unemployed employables had jobs in private employment. Each of these cases may be considered as an employable unit. The combined (unduplicated) number of these units is an approximate representation of the number of unemployed employables who are dependent on relief and who must have private employment in order that they no longer need support from private funds for themselves and families.
>
> However, since additional employment is necessarily distributed among all of the unemployed, practical consideration of the unemployment problem involves jobs for <u>persons</u> and not employable relief cases. The percentages indicating the necessary increases in present employment in order that employable cases may be removed from the relief rolls represent only a part of the total additional employment that is necessary.

TABLE I

ESTIMATED NUMBER OF JOBS NECESSARY TO CARE FOR ALL UNEMPLOYED AND TO REMOVE FROM RELIEF THOSE ON COMBINED FEDERAL (WPA) AND STATE (GA) RELIEF ROLLS, AND ONLY THOSE ON STATE (GA) RELIEF ROLLS

County	All Unemployed (1)		Combined WPA-Employable GA (2)		Employable (GA) (3)	
	Number	Per Cent Increases Over Present Employment	Number	Per Cent Increase Over Present Employment	Number	Per Cent Increase Over Present Employment
TOTAL	1,061,500	37%	270,839	10%	135,506	5%
Adams	2,900	23	317	3	132	1
Allegheny	159,700	40	46,302	12	26,628	7
Armstrong	11,400	64	1,594	9	543	3
Beaver	12,600	27	3,460	7	1,128	2
Bedford	4,600	56	905	11	145	2
Berks	18,600	22	4,927	6	1,611	2
Blair	14,600	36	3,627	9	763	2
Bradford	3,300	20	984	6	461	3
Bucks	7,200	24	1,007	3	258	1
Butler	10,500	51	1,294	6	285	1
Cambria	26,200	50	4,382	8	922	2
Cameron	300	12	80	3	34	1
Carbon	7,700	45	1,305	8	705	4
Centre	5,600	45	1,237	10	387	3
Chester	12,600	34	1,648	5	491	1
Clarion	4,200	48	765	9	179	2
Clearfield	6,800	34	4,030	20	931	5
Clinton	3,300	36	1,118	12	241	3
Columbia	4,300	30	1,249	9	279	2
Crawford	6,400	32	1,158	6	324	2
Cumberland	6,300	31	783	4	203	1
Dauphin	14,400	26	3,847	7	1,297	2
Delaware	44,100	56	2,830	4	620	1
Elk	2,600	24	858	8	248	2
Erie	12,400	22	3,973	7	1,755	3
Fayette	23,200	55	7,449	18	3,046	7
Forest	800	56	151	11	59	4
Franklin	7,500	38	499	3	197	1
Fulton	900	40	96	4	21	1
Greene	5,800	59	1,221	12	258	3
Huntingdon	5,200	52	972	10	277	3
Indiana	8,200	52	2,605	16	1,265	8
Jefferson	6,900	61	2,247	20	397	4
Juniata	1,900	52	402	16	111	3
Lackawanna	41,200	51	14,605	18	9,988	12
Lancaster	11,100	48	2,477	4	686	1
Lawrence	7,300	25	3,235	11	1,110	4
Lebanon	5,000	23	678	3	279	1
Lehigh	20,200	34	2,357	4	537	1
Luzerne	74,100	67	19,315	18	12,553	11
Lycoming	7,100	24	2,503	9	874	3
McKean	7,100	47	739	5	217	1
Mercer	7,100	23	2,156	7	555	2
Mifflin	6,000	55	1,205	11	375	3
Monroe	2,900	34	879	10	344	4
Montgomery	24,300	28	2,339	3	639	1
Montour	2,400	73	665	20	176	5
Northampton	13,200	24	2,786	5	693	1
Northumberland	17,900	56	6,173	19	2,728	9
Perry	2,600	50	424	8	122	2
Philadelphia	210,200	31	63,460	10	42,290	6
Pike	1,100	54	92	5	79	4
Potter	2,000	40	543	11	196	4
Schuylkill	30,900	50	10,400	17	6,162	10
Snyder	2,300	52	654	15	284	7
Somerset	8,100	40	2,681	13	581	3
Sullivan	1,000	48	288	14	103	5
Susquehanna	2,200	23	985	10	647	7
Tioga	2,400	23	748	7	271	3
Union	2,400	51	450	10	186	4
Venango	7,900	49	1,832	11	611	4
Warren	5,100	46	810	7	186	2
Washington	19,200	37	5,396	11	1,997	4
Wayne	3,200	40	465	6	182	2
Westmoreland	36,800	48	6,847	9	2,539	3
Wyoming	1,300	27	560	12	554	12
York	12,900	22	2,770	5	561	1

(1) Estimated total number of unemployed persons, January 1, 1940.
(2) Estimated unduplicated number of employable cases receiving Federal or State relief, Jan. 1, 1940
(3) Estimated number of employable General Assistance cases, January 20, 1940.

The solution of the unemployment problem involves the creation of many more jobs than the number necessary for the minority of the unemployed who are on relief.

Relative Importance of Unemployment Relief by County

The unemployment relief problem in Pennsylvania is not equally severe in all of the counties.

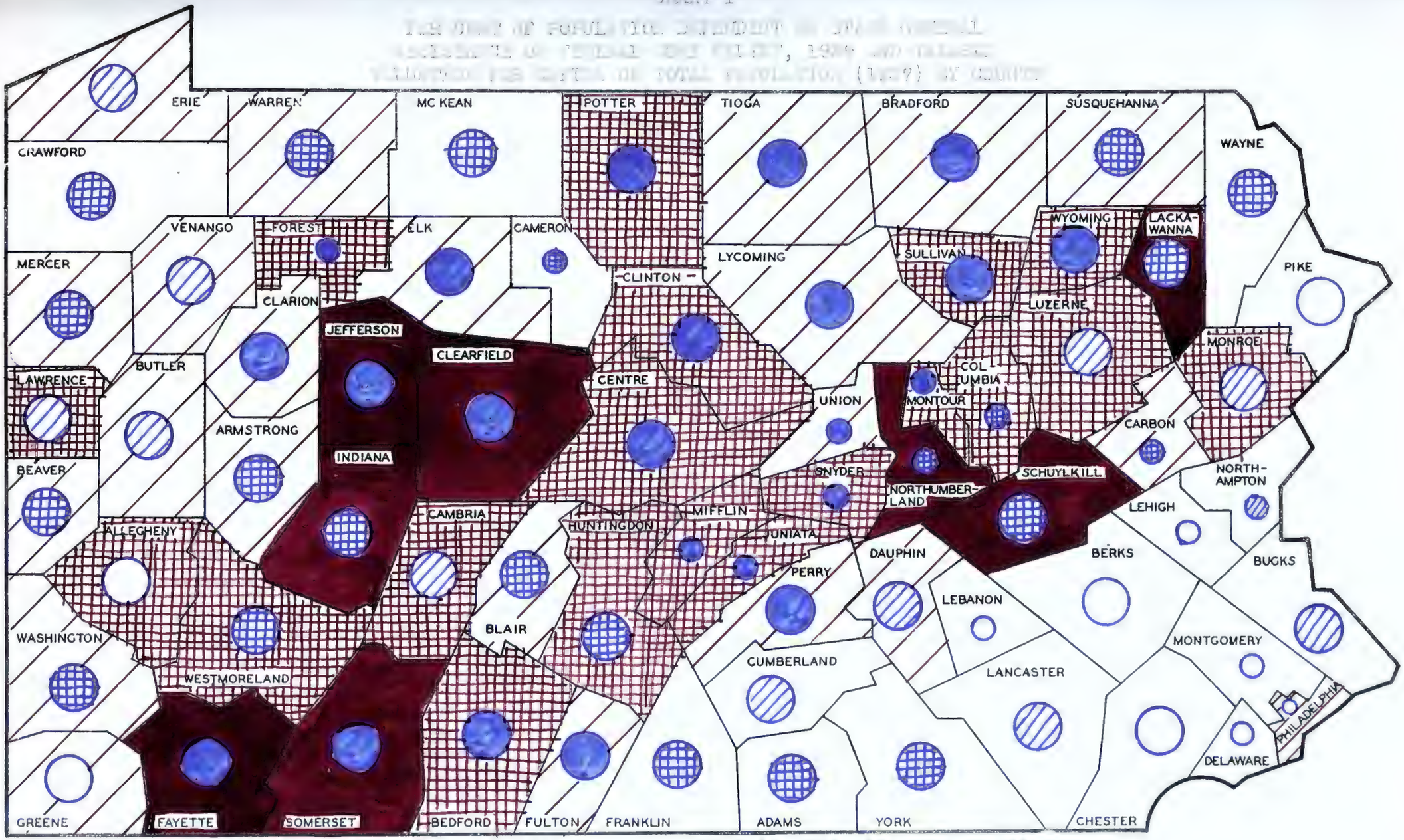
The data shown in Exhibits XII and XIII and in Table II indicate for each county in Pennsylvania the per cent of the population dependent on State General Assistance or Federal Work Relief, the taxable valuation per capita of total population, and the taxable valuation per person dependent on State General Assistance or Federal Work Relief.

As revealed by the solid red areas in Exhibit XII, in eight counties twenty per cent or more of the population were dependent during 1939 on either the State or Federal Unemployment Relief Program. In four of these counties the taxable valuation per capita was the lowest in the State -- less than $500.00. In the other four counties the taxable valuation was only slightly higher -- between $500.00 and $700.00 per capita of total population.

The large white areas in eighteen counties indicate that in these counties less than 10 per cent of the population were receiving unemployment relief in 1939. In eight of these counties the per capita valuation was the highest in the State -- $1,000.00 or over. In the remaining ten counties the taxable valuation per capita was somewhat less, but in no event as low as in the poorest counties in the State.

In brief, the data indicate that the greater the dependency on unemployment relief, the lower the taxable valuation of the county; and the less the dependency on relief the higher the taxable valuation.

CHART I



Prepared by Statistical Division
Job Mobilization Committee

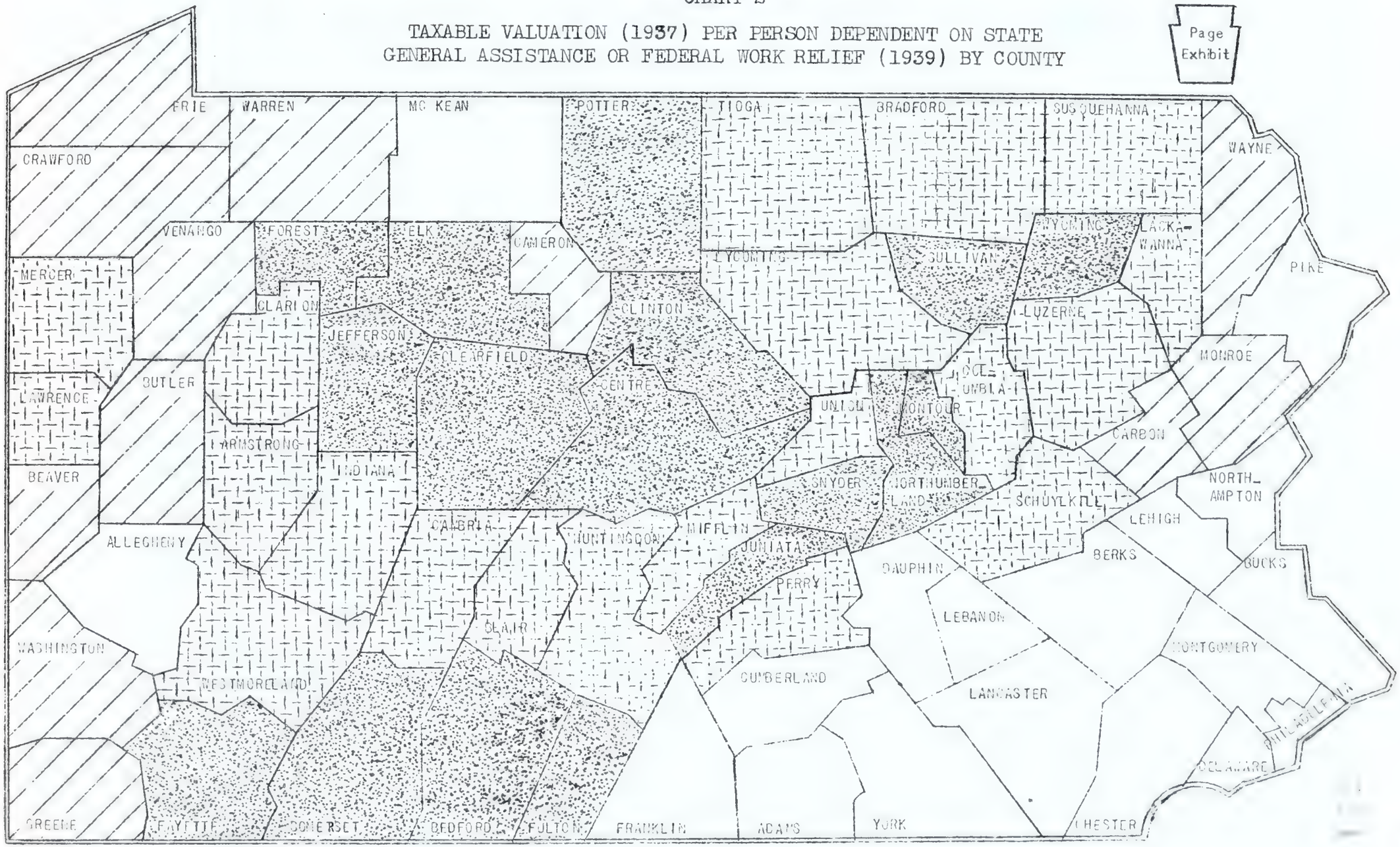
Exhibit
XII

EXHIBIT XIII

CHART 2

TAXABLE VALUATION (1937) PER PERSON DEPENDENT ON STATE GENERAL ASSISTANCE OR FEDERAL WORK RELIEF (1939) BY COUNTY

Page Exhibit



Taxable Valuation Per Person on Unemployment Relief

Less than $2,500		5,000 - 7,499	
$2,500 - 4,999		7,500 and over	

Prepared by Statistical Division
Job Mobilization Committee

Exhibit XIII

TABLE II

RELATIONSHIPS BETWEEN NUMBER OF PERSONS DEPENDENT ON STATE GENERAL ASSISTANCE OR FEDERAL WORK RELIEF, TOTAL POPULATION AND TAXABLE VALUATION, BY COUNTY

County	Unduplicated 1/ GA-WPA Persons (1939)	Total 2/ Population (1937)	Taxable 3/ Valuation (1937)	Per Cent of Population Dependent on GA-WPA	Taxable Valuation Per Capita Population	Taxable Valuation Per Person Dependent on GA-WPA
Adams	2,235	39,193	$ 19,721,169	5.7%	$ 503	$ 8,824
Allegheny	215,618	1,422,050	2,327,494,828	15.2	1,637	10,795
Armstrong	11,243	80,996	52,621,435	13.9	650	4,680
Beaver	18,980	162,474	108,852,407	11.7	670	5,735
Bedford	7,826	40,607	18,109,097	19.3	446	2,314
Berks	22,516	242,175	266,259,455	9.3	1,099	11,825
Blair	21,146	145,918	79,165,716	14.5	543	3,744
Bradford	5,802	51,154	23,296,531	11.3	455	4,015
Bucks	6,865	102,969	99,413,344	6.7	965	14,481
Butler	9,951	90,826	72,479,045	11.0	798	7,284
Cambria	33,452	210,128	164,603,613	15.9	783	4,921
Cameron	533	6,755	3,429,594	7.9	508	6,435
Carbon	7,134	63,087	43,041,423	11.3	682	6,033
Centre	8,144	52,336	19,169,088	15.6	366	2,354
Chester	11,213	132,805	147,624,116	8.4	1,112	13,165
Clarion	4,870	37,566	13,054,840	13.0	348	2,681
Clearfield	26,334	92,514	22,991,494	28.5	249	873
Clinton	5,884	33,786	14,274,907	17.4	423	2,426
Columbia	7,774	50,063	33,131,587	15.5	662	4,262
Crawford	6,448	68,151	43,872,750	9.5	644	6,804
Cumberland	5,198	73,405	62,837,177	7.1	856	12,089
Dauphin	18,851	179,368	152,224,919	10.5	849	8,075
Delaware	16,354	317,355	375,576,122	5.2	1,183	22,965
Elk	4,369	35,337	9,686,128	12.4	274	2,217
Erie	22,117	180,021	151,039,843	12.3	839	6,829
Fayette	54,293	206,488	94,877,720	26.3	459	1,748
Forest	1,010	5,838	1,972,631	17.3	338	1,953
Franklin	4,884	68,528	46,284,782	7.1	675	9,477
Fulton	1,240	10,515	2,802,694	11.8	267	2,260
Greene	6,373	47,258	47,691,474	13.5	1,009	7,483
Huntingdon	7,043	43,309	23,561,300	16.3	544	3,345
Indiana	15,991	76,941	43,269,083	20.8	562	2,706
Jefferson	11,841	54,671	24,553,729	21.7	449	2,074
Juniata	2,480	15,365	5,230,817	16.1	340	2,109
Lackawanna	67,866	299,843	198,865,362	22.6	663	2,930
Lancaster	12,572	218,429	171,118,283	5.8	783	13,611
Lawrence	18,646	97,212	78,036,166	19.2	803	4,185
Lebanon	4,306	71,005	78,139,001	6.1	1,100	18,147
Lehigh	15,388	178,168	203,690,548	8.6	1,143	13,237
Luzerne	91,970	472,773	389,896,039	19.5	825	4,239
Lycoming	12,511	95,478	45,509,283	13.1	477	3,638
McKean	4,679	60,831	43,474,268	7.7	715	9,291
Mercer	13,927	102,996	59,614,502	13.5	579	4,280
Mifflin	6,875	43,180	18,677,316	15.9	433	2,862
Monroe	4,587	30,123	23,391,056	15.2	777	5,099
Montgomery	14,409	280,472	464,564,631	5.1	1,656	32,241
Montour	2,975	15,651	5,905,942	19.0	377	1,985
Northampton	15,474	168,177	154,644,959	9.2	920	9,994
Northumberland	30,648	130,021	72,463,113	23.6	557	2,364
Perry	2,639	23,248	11,069,418	11.4	476	4,195
Philadelphia	252,286	1,930,000	3,668,250,084	13.1	1,901	14,540
Pike	503	8,815	10,691,840	5.7	1,213	21,256
Potter	3,028	18,495	5,668,899	16.4	307	11,872
Schuylkill	53,912	236,109	145,103,866	22.8	615	2,691
Snyder	3,436	19,113	8,269,192	18.0	433	2,407
Somerset	18,109	82,259	39,875,876	22.0	485	2,202
Sullivan	1,539	8,014	3,384,304	19.2	422	2,199
Susquehanna	5,104	34,260	21,157,733	14.9	618	4,145
Tioga	4,291	34,969	15,903,979	12.3	455	3,706
Union	2,463	19,496	9,359,172	12.6	480	3,800
Venango	9,608	66,566	63,874,285	14.4	960	6,648
Warren	4,930	44,812	25,188,047	11.0	562	5,109
Washington	27,428	211,764	150,233,994	13.0	709	5,554
Wayne	2,580	30,866	16,190,720	8.4	525	6,275
Westmoreland	46,008	307,639	172,057,697	15.0	559	3,740
Wyoming	2,769	17,778	6,473,961	15.6	364	2,338
York	14,714	185,557	112,646,284	7.9	607	7,656
STATE TOTAL	1,378,192	9,984,071	11,107,604,678	13.8	1,113	8,060

1/ Source - Pennsylvania Department of Public Assistance.
2/ Source - Pennsylvania Department of Commerce State Planning Board, Pennsylvania Planning, July, 1939.
3/ Source - Pennsylvania Department of Internal Affairs, Ninth Industrial Directory.

This condition is revealed clearly in Exhibit XII by noticing that a tendency toward a solid red area -- heaviest relief burden -- is accompanied by a tendency toward solid blue -- lowest wealth. There is also a tendency for the relative position of a county on the basis of its relief burden to be accompanied by a less favorable position with respect to wealth. This is indicated in the Exhibit by the fact that in general the blue shading in the counties is the same or darker than the red shading. The only notable exception to this condition is Allegheny County, in which the relief burden places it in next to the highest classification, while on the basis of wealth it is in the group of counties having the highest taxable valuation per capita.

The two elements -- taxable valuation and persons dependent on unemployment relief -- have been related and the results shown graphically on Exhibit XII as the taxable valuation per person dependent on State General Assistance or Federal Work Relief. In seventeen of Pennsylvania's counties, the taxable valuation is less than $2,500 and in eighteen counties the taxable valuation is $7,500 or over per person dependent on unemployment relief. The other counties fall somewhere between these extremes.

Exhibits XII and XIII indicate that in general both the severity of the relief burden and low taxable valuation are characteristic of a belt extending from the Anthracite counties in northeastern Pennsylvania to the Bituminous counties in the southwest. In contract, the counties in southeastern Pennsylvania are in a more favorable position in that their relief problem is relatively smaller and their wealth relatively greater.

As added information of interest, Exhibit XIV, "Percentage of County Population Dependent on General State Relief, Calendar Year 1939," is presented through the courtesy of the Pennsylvania State Chamber of Commerce. This chart is concerned only with the State General Assistance program, in contrast to the two unemployment relief programs presented in Exhibits XII and XIII and Table II. Since not all counties are equally active in sponsoring W.P.A. projects for care of the unemployed, the relative position of a county on the basis of its dependency on State Relief is not always the same as when it is evaluated in terms of both the State and Federal programs. However, the general pattern reveals a belt of greatest dependency on relief extending diagonally across the State from northeast to southwest.

Unemployment Relief Cases and Persons by County

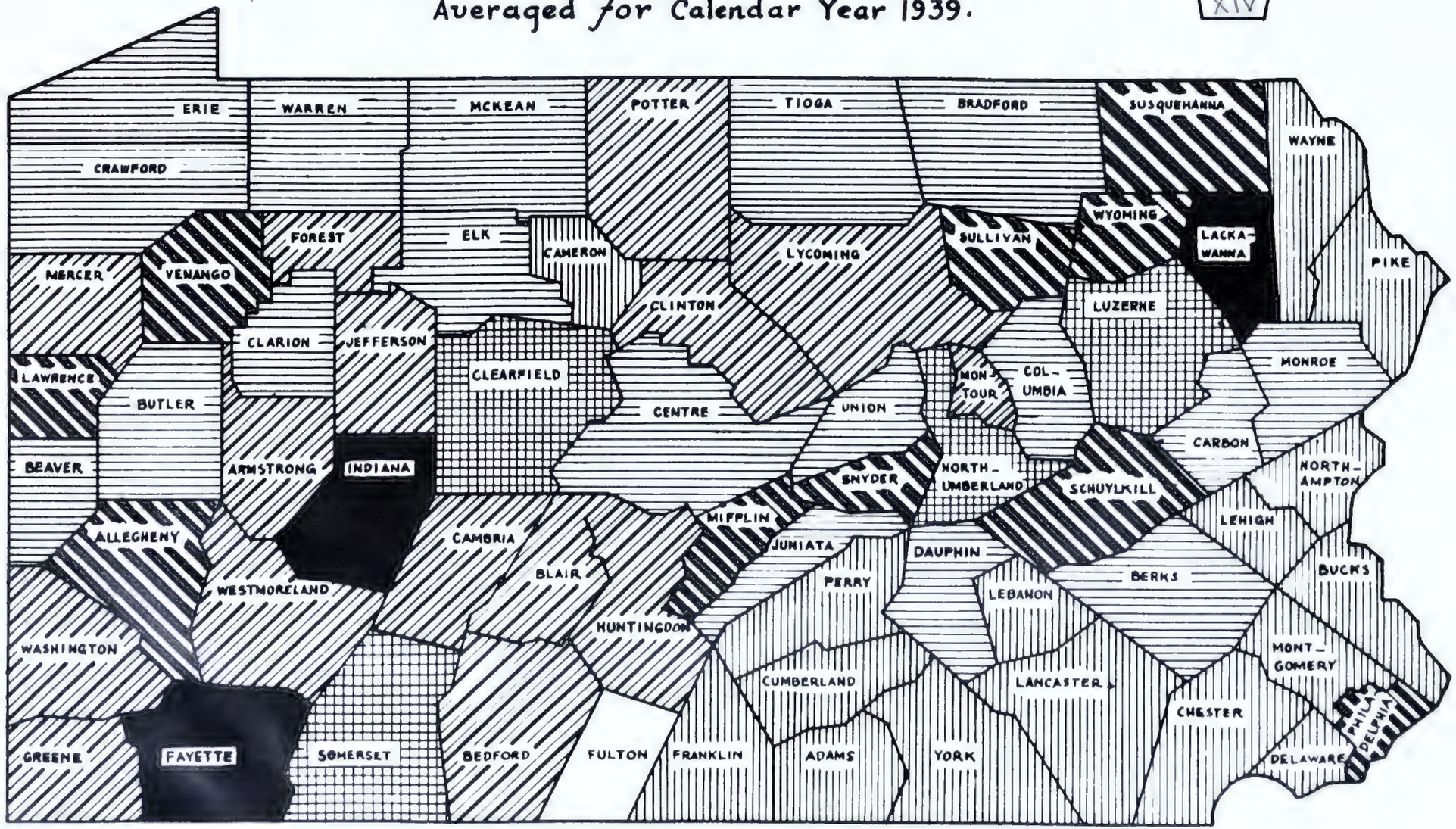
At the beginning of the Job Mobilization Campaign during the week ending November 18, 1939, there were 141,980 persons employed on W.P.A. projects, and 217,016 cases receiving State General Assistance. A total of 152,997 of these General Assistance cases contained one or more employable individuals or a total of 183,206 persons, approximately 89.4 per cent of whom were men. (NOTE: An employable General Assistance case is one that contains at least one employable person - one who is 18 years of age or over, who is not mentally or physically infirm, is not of advanced age, does not lack the mental or physical ability to pursue a gainful occupation, or who is not needed at home to care for dependents.

The Statistical Reports of the Job Mobilization Committee have presented each week information for each county on the number of W.P.A. employees and General Assistance cases and persons. Tables III and IV reproduce with additional detail the corresponding data from the first

PERCENTAGE OF COUNTY POPULATION DEPENDENT ON GENERAL STATE RELIEF

Averaged for Calendar Year 1939.

PAGE EXHIBIT XIV



Less than 2%	2 – 3.9%	4 – 5.9%	6 – 7.9%	8 – 9.9%	10 – 11.9%	12 – 12.9%

REPRODUCED BY JOB MOBILIZATION COMMITTEE

COMPILED BY
THE PENNSYLVANIA STATE CHAMBER OF COMMERCE

EXHIBIT XIV

of these reports issued for the week ending November 18, 1939, and from the last report of the series, issued for the week ending April 20, 1940. Each of these tables shows W.P.A. employees, General Assistance cases, General Assistance persons, and the sex and number of these persons who are available for private employment.

In order to summarize for the State as a whole the trend in the weekly number of W.P.A. employees and General Assistance employable cases, Table V has been prepared to show the percentage change from each previous week and since the beginning of the Job Mobilization Campaign during the week ending November 18, 1939. Weekly changes in General Assistance employable cases have in general been downward, while W.P.A. employment at first decreased and during the recent weeks increased. In brief, between November 18th and May 5, 1940 employable General Assistance cases decreased 19 per cent and W.P.A. employment increased 13 per cent.

TABLE III

NUMBER OF WPA EMPLOYEES, AND CASES AND PERSONS
RECEIVING STATE GENERAL ASSISTANCE, BY COUNTY
WEEK ENDING NOVEMBER 18, 1939

County	WPA Employees*	General Assistance: Cases: Total	Cases: Employable	Persons: Total	Persons: Employable: Total	Persons: Employable: Male	Persons: Employable: Female
TOTAL	141,980	217,016	152,997	636,048	183,206	163,806	19,400
Adams	181	222	69	770	79	77	2
Allegheny	21,612	41,676	30,416	107,012	35,283	32,425	2,858
Armstrong	1,132	1,135	705	4,323	783	768	15
Beaver	2,394	2,183	1,460	6,034	1,679	1,274	405
Bedford	774	506	222	1,883	246	190	56
Berks	3,125	3,169	2,293	8,895	2,775	2,434	341
Blair	2,967	1,946	1,172	6,728	1,324	1,288	36
Bradford	558	797	436	2,879	497	495	2
Bucks	816	504	306	1,709	358	298	60
Butler	1,200	745	433	2,630	493	367	126
Cambria	3,918	3,060	1,532	10,409	1,654	1,570	84
Cameron	43	61	27	159	33	23	10
Carbon	820	852	651	2,930	749	696	53
Centre	1,011	651	385	2,699	501	411	90
Chester	1,410	944	481	3,334	539	487	52
Clarion	634	436	259	1,756	316	250	66
Clearfield	3,462	2,094	1,197	8,224	1,412	1,264	148
Clinton	884	575	322	2,060	357	306	51
Columbia	1,128	690	459	2,523	555	541	14
Crawford	889	756	323	2,359	346	290	56
Cumberland	664	324	89	924	98	90	8
Dauphin	2,643	2,410	1,587	7,157	1,761	1,655	106
Delaware	2,219	1,633	939	5,189	1,080	960	120
Elk	637	396	210	1,405	244	220	24
Erie	2,495	2,937	1,995	8,627	2,334	2,133	201
Fayette	4,719	5,348	3,690	17,787	4,613	4,156	457
Forest	116	97	60	349	67	65	2
Franklin	238	306	90	855	102	95	7
Fulton	61	44	9	107	9	0	9
Greene	999	508	289	1,703	327	289	38
Huntingdon	847	451	209	1,547	236	215	21
Indiana	1,687	2,116	1,495	8,367	1,749	1,697	52
Jefferson	1,998	812	362	3,023	442	324	118
Juniata	355	191	104	669	116	116	-
Lackawanna	4,742	12,146	10,493	43,260	12,277	12,203	74
Lancaster	1,857	1,376	785	4,686	864	765	99
Lawrence	2,172	2,108	1,452	6,373	1,713	1,430	283
Lebanon	475	430	219	1,236	250	248	2
Lehigh	1,772	1,378	779	4,537	904	869	35
Luzerne	7,174	15,923	13,628	55,195	15,263	15,034	229
Lycoming	1,635	1,630	950	5,128	1,083	1,032	51
McKean	611	543	248	1,715	303	219	84
Mercer	1,763	1,278	836	3,785	970	728	242
Mifflin	859	736	513	3,056	590	543	47
Monroe	612	449	255	1,546	281	281	-
Montgomery	1,882	1,192	643	3,926	720	649	71
Montour	567	270	171	1,138	234	226	8
Northampton	2,211	1,368	825	3,999	957	912	45
Northumberland	3,500	4,095	3,178	15,397	3,845	3,676	169
Perry	335	156	84	570	90	86	4
Philadelphia	18,780	67,202	47,052	163,471	60,227	49,386	10,841
Pike	40	82	49	249	54	52	2
Potter	500	360	209	1,350	236	196	40
Schuylkill	4,859	7,777	6,517	25,459	7,755	7,429	326
Snyder	486	407	260	1,739	289	273	16
Somerset	2,269	1,435	700	5,346	805	805	-
Sullivan	231	145	91	579	106	96	10
Susquehanna	356	923	641	3,309	769	754	15
Tioga	521	537	199	1,887	239	174	65
Union	336	211	154	917	176	144	32
Venango	1,196	1,164	755	4,360	861	746	115
Warren	659	485	260	1,644	302	272	30
Washington	3,432	3,534	2,216	10,184	2,504	2,191	313
Wayne	291	270	184	960	215	185	30
Westmoreland	4,542	5,121	3,475	16,672	3,170	3,045	225
Wyoming	234	485	323	1,631	368	318	50
York	2,395	1,225	577	3,719	629	470	159

*Includes only employees certified by the Department of Public Assistance.

TABLE IV

NUMBER OF WPA EMPLOYEES, AND CASES AND PERSONS
RECEIVING STATE GENERAL ASSISTANCE, BY COUNTY
WEEK ENDING APRIL 20, 1940

County	WPA Employees *	General Assistance Cases Total	General Assistance Cases Employable	General Assistance Persons Total	General Assistance Persons Employable Total	General Assistance Persons Employable Male	General Assistance Persons Employable Female
TOTAL	155,765	195,040	134,290	594,469	154,967	141,311	13,656
Adams	264	236	95	832	105	102	3
Allegheny	23,370	37,097	27,555	97,912	31,413	26,701	4,712
Armstrong	1,371	996	534	3,782	603	587	16
Beaver	2,595	1,955	1,178	5,920	1,284	1,183	101
Bedford	1,042	484	251	2,096	286	255	31
Berks	4,335	2,126	1,096	7,009	1,184	949	235
Blair	3,188	1,672	953	5,927	1,067	1,026	41
Bradford	489	938	547	3,526	629	612	17
Bucks	861	425	231	1,558	263	216	47
Butler	1,215	680	343	2,497	384	355	29
Cambria	3,580	2,399	929	8,199	1,031	939	92
Cameron	82	61	31	193	36	33	3
Carbon	669	932	702	3,203	821	791	30
Centre	900	717	415	3,056	502	444	58
Chester	1,731	836	412	3,193	474	426	48
Clarion	716	326	181	1,544	190	148	42
Clearfield	3,331	2,271	1,400	9,158	1,652	1,547	105
Clinton	976	591	342	2,254	390	368	22
Columbia	1,046	432	213	1,682	247	224	23
Crawford	951	634	240	2,146	262	236	26
Cumberland	793	375	158	1,437	172	160	12
Dauphin	3,089	1,905	1,095	5,867	1,172	1,109	63
Delaware	2,083	1,155	537	3,860	580	497	83
Elk	550	378	190	1,478	205	191	14
Erie	2,220	2,908	1,881	8,402	2,163	2,078	85
Fayette	5,312	5,838	4,148	21,284	4,729	4,634	95
Forest	122	80	49	356	50	47	3
Franklin	604	285	116	1,019	119	111	8
Fulton	99	61	35	258	44	42	2
Greene	1,141	458	205	1,545	215	198	17
Huntingdon	1,092	583	336	2,202	366	356	10
Indiana	2,073	1,767	1,105	7,445	1,282	1,240	42
Jefferson	1,964	795	369	3,134	395	218	177
Juniata	389	166	87	692	99	91	8
Lackawanna	5,470	11,330	9,615	40,430	11,634	11,506	128
Lancaster	1,987	1,099	550	4,272	622	556	66
Lawrence	2,875	1,933	1,312	6,808	1,535	1,392	143
Lebanon	576	401	190	1,285	220	216	4
Lehigh	2,121	931	391	3,274	411	374	37
Luzerne	7,167	14,085	11,710	48,905	13,935	13,712	223
Lycoming	1,780	1,681	920	5,679	1,040	988	52
McKean	558	509	214	1,661	235	170	65
Mercer	1,845	1,135	651	3,579	716	607	109
Mifflin	973	794	577	3,289	675	647	28
Monroe	730	481	257	1,802	283	276	7
Montgomery	1,975	1,135	589	4,065	624	547	77
Montour	614	284	172	1,226	182	164	18
Northampton	2,469	1,162	604	3,499	670	623	47
Northumberland	3,510	3,561	2,465	13,439	2,909	2,847	62
Perry	347	178	120	760	130	127	3
Philadelphia	23,126	59,184	40,661	147,251	47,573	41,959	5,614
Pike	56	120	92	411	99	96	3
Potter	423	343	193	1,354	194	180	14
Schuylkill	5,116	7,100	6,033	23,921	7,059	6,896	163
Snyder	447	527	355	2,297	437	413	24
Somerset	2,350	1,174	491	4,507	535	497	38
Sullivan	154	222	180	892	203	194	9
Susquehanna	210	1,081	709	4,023	801	776	25
Tioga	354	589	295	2,186	336	306	30
Union	317	333	223	1,408	252	237	15
Venango	1,276	1,031	518	4,033	585	539	46
Warren	715	308	137	1,130	147	135	12
Washington	3,611	3,495	2,241	10,435	2,443	2,337	106
Wayne	326	283	199	1,178	219	201	18
Westmoreland	5,285	4,251	2,688	14,622	2,796	2,703	93
Wyoming	238	639	473	2,326	520	504	16
York	2,521	1,099	498	3,776	533	472	61

*Includes only employees certified by the Department of Public Assistance.

TABLE V

NUMBER AND PERCENTAGE CHANGES FOR EMPLOYABLE GENERAL ASSISTANCE CASES (GA), AND WORK PROJECTS ADMINISTRATION CASES (WPA)

Week Ending	Number		Percentage Change From Previous Week		Percentage Change From Week Ending Nov. 18, 1939	
	GA Employable Cases	WPA b/ Cases	GA Employable Cases	WPA b/ Cases	GA Employable Cases	WPA b/ Cases
Nov. 18, 1939	152,997	141,980	-	-	-	-
" 25	148,112	142,032	- 3.2	a/	- 3.2	- a/
Dec. 2	144,891	141,166	- 2.2	- 0.6	- 5.3	- 0.6
" 9	142,775	142,068	- 1.5	+ 0.6	- 6.7	+ 0.1
" 16	141,847	141,319	- 0.6	- 0.5	- 7.3	- 0.5
" 23	140,966	141,915	- 0.6	+ 0.4	- 7.9	- a/
" 30	140,026	142,748	- 0.7	+ 0.6	- 8.5	+ 0.5
Jan. 6, 1940	138,326	141,554	- 1.2	- 0.8	- 9.6	- 0.3
" 13	136,471	140,728	- 1.3	- 0.6	- 10.8	- 0.9
" 20	135,506	140,120	- 0.7	- 0.4	- 11.4	- 1.3
" 27	133,462	139,533	- 1.5	- 0.4	- 12.8	- 1.7
Feb. 3	135,148	139,104	+ 1.3	- 0.3	- 11.7	- 2.0
" 10	135,777	138,655	+ 0.5	- 0.3	- 11.3	- 2.3
" 17	135,880	139,182	+ 0.1	+ 0.4	- 11.2	- 2.0
" 24	135,831	139,248	- a/	+ a/	- 11.2	- 1.9
Mar. 2	136,551	139,346	+ 0.5	+ 0.1	- 10.7	- 1.9
" 9	135,763	139,787	- 0.6	+ 0.3	- 11.3	- 1.5
" 16	138,847	140,203	+ 2.3c/	+ 0.3	- 9.2c/	- 1.3
" 23	138,589	141,671	- 0.2	+ 1.0	- 9.4	- 0.2
" 30	138,366	143,984	- 0.2	+ 1.6	- 9.6	+ 1.4
Apr. 6	137,280	149,566	- 0.8	+ 3.9	- 10.3	+ 5.3
" 13	137,340c/	153,095	+ 0.4c/	+ 2.4	- 10.2c/	+ 7.8
" 20	134,290	155,765	- 1.5	+ 1.7	- 12.2	+ 9.7
27	128,725	158,840	- 4.1	+ 2.0	- 15.9	+11.9
May 4	124,131	160,004	- 3.6	+ 0.7	- 18.9	+12.7

a/ Less than one-twentieth of one per cent.
b/ Since both State General Assistance and Federal Work Relief (WPA) are unemployment relief programs, it should be noted that as long as there is a pool of unemployed persons receiving General Assistance, changes in WPA employment are not significant as reflecting changes in employment conditions.
c/ A large part of the increase was due to an adjustment in the number of employable cases.

TABLE VI

EXPENDITURES FOR GENERAL ASSISTANCE GRANTS, BY COUNTY

County	Week Ending November 18, 1939	Week Ending May 4, 1940
TOTAL	$ 1,480,475.19	$ 1,306,514.57
Adams	1,455.05	1,067.08
Allegheny	256,812.39	240,459.53
Armstrong	7,272.53	5,847.96
Beaver	12,962.85	12,314.67
Bedford	3,135.42	2,753.10
Berks	21,513.08	13,276.29
Blair	13,805.82	7,922.74
Bradford	5,667.04	5,959.63
Bucks	3,827.56	2,564.81
Butler	3,803.25	3,968.31
Cambria	18,222.28	15,192.03
Cameron	293.56	304.73
Carbon	6,163.80	7,014.80
Centre	4,496.06	4,713.14
Chester	6,171.67	4,377.75
Clarion	2,598.40	2,110.31
Clearfield	12,909.68	14,760.47
Clinton	3,698.99	3,094.54
Columbia	4,460.91	2,742.63
Crawford	4,335.07	3,435.80
Cumberland	1,838.16	1,966.20
Dauphin	16,189.90	10,638.89
Delaware	11,786.76	7,449.05
Elk	2,533.86	2,476.15
Erie	19,317.04	20,502.80
Fayette	34,939.58	40,753.67
Forest	610.09	479.95
Franklin	1,773.26	1,534.61
Fulton	209.47	125.10
Greene	2,612.48	2,539.72
Huntingdon	2,869.28	2,526.87
Indiana	14,838.84	11,490.61
Jefferson	5,388.06	4,789.86
Juniata	1,301.98	899.41
Lackawanna	96,722.66	86,693.43
Lancaster	9,132.15	6,781.32
Lawrence	8,246.52	13,185.80
Lebanon	2,639.93	2,116.93
Lehigh	10,039.43	5,403.54
Luzerne	127,185.62	107,449.82
Lycoming	11,272.12	10,000.57
McKean	3,347.21	2,931.32
Mercer	7,041.06	6,490.60
Mifflin	5,599.18	5,386.22
Monroe	2,717.69	2,973.55
Montgomery	8,002.06	7,022.33
Montour	1,653.24	1,530.64
Northampton	8,152.36	6,283.31
Northumberland	30,454.33	25,436.23
Perry	1,080.24	1,019.72
Philadelphia	484,743.59	409,286.29
Pike	526.08	722.92
Potter	2,182.72	1,865.08
Schuylkill	52,218.18	45,346.47
Snyder	2,795.83	3,385.33
Somerset	6,297.55	7,119.62
Sullivan	832.12	1,337.54
Susquehanna	6,746.34	8,385.78
Tioga	3,392.17	3,793.22
Union	1,426.78	1,878.23
Venango	7,696.84	7,566.86
Warren	3,149.28	1,839.62
Washington	20,224.20	19,810.68
Wayne	1,745.63	1,677.82
Westmoreland	32,551.32	28,819.82
Wyoming	3,341.10	4,583.34
York	7,505.49	6,337.41

VOCATIONAL TRAINING STUDY OF EMPLOYABLES ON RELIEF

Reports of a serious shortage of suitable workers in the skilled and semi-skilled trades came early in the Job Mobilization Campaign. They presented two opportunities:

1. To provide eligible workers with new skills or with renewal of old or fragmentary skills to qualify them for available jobs.

2. To reduce relief costs through taking as many qualified individuals as possible from the lists of relief recipients and training them for suitable employment in those trades and occupations where labor shortages existed.

In promoting both objectives the Executive Director found that little information was available concerning the number of individuals on relief whose latent abilities would indicate that they could profit through such training to the extent of becoming eligible for jobs in the skilled and semi-skilled trades and occupations. In order to gain some immediate conception of the nature and magnitude of the problem involved, a sample study was undertaken in forty counties by the State Employment Service in cooperation with the Department of Public Assistance and the Job Mobilization Committee.

Method of the Survey

Although it would have been desirable to make a more comprehensive and analytical survey, the importance for having at least tentative results necessitated that the study be restricted to a small sample in selected counties and made without the delay that would have been essential to a personal interview with the persons involved.

As the first step in the study, the County Boards of the Departments of Public Assistance filled out the identifying information on a prepared form "Vocational Training Study of Relief Employables" (sample form attached) for all employables -- primary and secondary -- in a stated per cent of the employable cases.

ES-900

VOCATIONAL TRAINING STUDY
OF RELIEF EMPLOYABLES
APRIL, 1940

SECTION I: TO BE FILLED OUT BY COUNTY ASSISTANCE OFFICE

Name _____ Sex _____

Address _____ County _____ Color _____

Social Security Number _____ Date of Birth _____

Primary Occupational Code Number _____

_____
Signed (Name Stamp Permissible)

SECTION II: TO BE FILLED OUT BY LOCAL PENNSYLVANIA STATE EMPLOYMENT SERVICE OFFICE

1. Vocational Training: Yes _____ No. _____
2. If yes, specify courses, etc., and their duration:

3. Physical Handicap: Yes _____ No _____
4. Last school year attended, specify: _____
5. Would you suggest any retraining for this person? Yes _____ No _____
6. If yes, specify type of training:

7. Present USES Primary Occupational Code _____
8. Present USES Secondary Occupational Code _____
9. Possible Occupational Code After Retraining _____

_____ _____ _____
ES Interviewer Office Date

The size of the sample varied from 5 per cent in the largest counties to 25 per cent in others. The schedules were then sent to the local office of the State Employment Service. In each Employment Office, a skilled interviewer was given the task of consulting and analyzing the regulation registration cards, and completing the schedules to indicate the presence or absence of vocational training and physical handicaps, the last school year attended, the present occupations in which the individual seeks employment, and answer the question: "Would you suggest any retraining for this person?" The directions accompanying this question were: "To complete this item an analysis of the work and placement history on the registration card is necessary. If such analysis shows no retraining is necessary an "X" should be placed opposite "No." If the analysis does indicate a need for retraining, an "X" should be entered opposite "Yes."

In connection with Item 6, "Specify type of training," there was given the following explanation: "If Item 5 has been answered "No" leave this entry blank. If Item 5 has been answered "Yes" the interviewer should specify the particular type of training needed. This may include training in the occupation for which the applicant is at present classified but in which he has not worked for a considerable period of time, or possible retraining in an allied line in which there is greater possibility of placement. Care should be taken in answering this question to be specific in suggesting the type of training needed."

As indicated in the schedule, all other items were simple transcriptions of data on the registration cards.

In order to present the results of the Vocational Training Study, four tables have been prepared. Table I, "Number and Per Cent of Employable Persons Receiving General Assistance Selected for Study, and the Number and Per Cent of these Recommended for Vocational Training or Retraining by

TABLE I

NUMBER AND PER CENT OF EMPLOYABLE PERSONS RECEIVING GENERAL ASSISTANCE SELECTED FOR STUDY, AND THE NUMBER AND PER CENT OF THESE RECOMMENDED FOR VOCATIONAL TRAINING OR RETRAINING, BY COUNTY

County	Size of Sample Selected for Study		Recommended for Vocational Training or Retraining	
	Number	Per Cent	Number	Per Cent
TOTAL	8159	-	1863	22.8
Allegheny	1361	5	340	25.0
Armstrong	59	10	7	11.9
Beaver	89	10	12	13.5
Berks	137	25	17	12.4
Blair	75	10	14	18.7
Bradford	130	25	16	12.3
Butler	66	25	5	7.6
Cambria	57	10	11	19.3
Carbon	181	25	17	9.4
Centre	115	25	9	7.8
Chester	42	10	7	16.7
Clearfield	139	10	23	15.1
Clinton	30	10	-	-
Crawford	60	25	24	40.0
Dauphin	43	10	-	-
Delaware	47	10	15	31.9
Erie	180	10	46	25.6
Fayette	114	5	19	8.9
Indiana	267	25	71	26.6
Jefferson	28	10	9	32.1
Lackawanna	461	5	90	19.5
Lancaster	155	25	45	29.0
Lawrence	113	10	13	11.5
Lehigh	21	10	-	-
Luzerne	550	5	117	21.3
Lycoming	233	25	48	20.6
Mercer	193	25	31	16.1
Mifflin	48	10	22	45.8
Montgomery	50	10	6	12.0
Northampton	57	10	6	10.5
Northumberland	215	10	141	65.5
Philadelphia	1547	5	418	27.0
Schuylkill	321	5	100	31.1
Somerset	149	25	14	9.4
Susquehanna	156	25	40	25.6
Venango	54	10	5	9.3
Washington	177	10	39	22.0
Westmoreland	268	10	49	18.3
Wyoming	32	10	10	31.3
York	39	10	7	17.9

County," lists for each county in which the survey was conducted the number of persons included in the sample, the per cent size of the sample, and the number and per cent of those for whom retraining was suggested.

Because of the element of chance governing the selection of cases containing varying numbers of employable persons, lack of agreement due to file clearances and changes, and insufficient time for completing the analysis of all of the schedules, the number of individuals studied varies somewhat from what would be expected in view of the per cent size of the sample and estimated number of employable persons.

Although the first three columns of Table I are important in that they indicate the "size of the sample" studied and the number of those recommended for vocational training or retraining, the real significance of the table lies in the fourth column in which is indicated the per cent of the persons studied for whom vocational training was suggested. Since the "size of the sample" studied is not uniform for all counties, and since the number of employable persons receiving General Assistance varies from time to time, it seems advisable to display the results of this study in all tables in terms of percentages so that these statistics may be applied to the number of employable persons receiving General Assistance at any time in order to estimate the number of those who would be recommended for vocational training. In making estimates at a future date it would be necessary to assume that the persons on assistance possess essentially the same characteristics and occupations as those in the present sample, and in addition, accept the condition that the persons included in the present study are a representative sample of all employable persons receiving General Assistance.

Survey Results

The per cent of employable persons receiving general assistance

recommended for vocational training or retraining varied from zero in Clinton, Dauphin and Lehigh Counties to 35.5 per cent in Northumberland County. In the forty counties in which the survey was made, 23 per cent of the persons studied were recommended for vocational training or retraining. This percentage is characteristic of the large industrial counties of the State, the extreme variations being in general associated with the counties in which a small number of persons were studied with the result that erratic findings were to be expected.

Major Occupational Groups

The major occupational groups in which vocational training or retraining was suggested for the persons mentioned in Table I are presented in Table II. In this and the other tables to follow it is not possible to speak in terms of a "total for the State" since only forty counties were included in the study. Moreover, it is not advisable to compute an average for the counties involved since the small samples would not warrant the complicated "weighting" that would be necessary. In addition, there would be no real meaning assignable to composite results from the forty counties. The problem is essentially one of discovering the specific counties in which vocational courses of study are needed, and then describing the persons and occupations involved.

The data in Table II indicate a definite concentration of recommendations for the training of Craftsmen (skilled workers), all but seven of the counties in which persons were suggested for training favoring occupations in this group. Exceptions to this pattern are presented by Allegheny, clerical training; Carbon, machine production workers; Fayette, maintenance service workers; Montgomery, maintenance service workers and manual production workers; Philadelphia, in which the suggested occupations were more widely distributed with preference (strangely) for training as physical

PERCENTAGE DISTRIBUTION OF MAJOR OCCUPATIONAL GROUPS
RECOMMENDED FOR VOCATIONAL TRAINING OR RETRAINING, BY COUNTY

TABLE II

County	Professional and Kindred Workers				Salespersons			Clerical Workers		Service Workers			Craftsmen	Production Workers		Physical Labor Workers		Unassigned Persons
	Professional Workers	Semi-professional Workers	Technicians	Adm. and Supervisory Workers	In-Side	Out-side	Related Service	Machine	Non-Machine	(Per) Domestic	(Per) Instit. and Outside	Maintenance	(Skilled Workers)	Machine	Manual	Heavy	Light	
Allegheny	3	1	1	1	8	4	2	-	10	7	8	4	41	2	7	-	1	-
Armstrong	14	-	-	-	-	-	-	-	43	-	14	-	29	-	-	-	-	-
Beaver	-	-	8	-	-	-	-	-	8	25	-	8	43	-	8	-	-	-
Berks	-	-	-	-	6	6	-	-	12	6	12	6	35	-	17	-	-	-
Blair	-	-	7	-	-	-	-	-	-	-	-	-	86	-	-	7	-	-
Bradford	-	-	-	-	-	-	-	-	12	25	-	-	63	-	-	-	-	-
Butler	-	-	-	-	-	-	-	-	-	20	-	-	80	-	-	-	-	-
Cambria	-	-	-	-	-	-	-	-	18	9	-	-	46	-	27	-	-	-
Carbon	-	-	-	-	-	-	-	-	12	-	-	-	29	59	-	-	-	-
Centre	-	-	-	-	-	-	-	-	11	-	-	-	56	11	22	-	-	-
Chester	-	-	-	-	-	-	-	14	-	-	14	-	44	14	14	-	-	-
Clearfield	-	-	-	-	-	-	-	-	29	-	4	-	48	4	10	-	5	-
Crawford	8	-	-	-	9	-	-	-	4	4	-	-	75	-	-	-	-	-
Delaware	-	-	-	-	7	-	7	-	-	-	7	-	29	14	14	22	-	-
Erie	4	-	9	7	2	-	4	-	4	2	-	-	66	2	-	-	-	-
Fayette	-	-	5	-	11	-	-	5	11	5	-	31	11	11	5	-	5	-
Indiana	8	1	3	-	1	-	-	-	3	7	3	-	55	7	6	6	-	-
Jefferson	-	-	-	-	-	-	-	-	-	-	22	-	67	11	-	-	-	-
Lackawanna	3	1	7	1	8	-	1	4	7	1	3	2	44	18	-	-	-	-
Lancaster	-	-	2	-	-	2	2	-	11	7	7	-	47	11	11	-	-	-
Lawrence	-	-	-	-	8	-	-	-	8	8	-	-	53	8	15	-	-	-
Luzerne	-	-	-	-	1	2	-	2	8	-	2	4	40	6	2	26	7	-
Lycoming	4	-	6	-	10	4	-	2	18	-	6	-	50	-	-	-	-	-
Mercer	3	-	6	-	-	-	-	-	13	13	3	-	53	6	3	-	-	-
Mifflin	-	4	-	-	5	-	-	-	13	5	-	5	50	13	5	-	-	-
Montgomery	-	-	-	-	17	-	-	-	17	-	-	33	-	-	33	-	-	-
Northampton	-	-	17	-	-	-	-	-	17	-	-	-	33	17	16	-	-	-
Northumberland	-	-	3	-	-	-	-	-	4	1	1	-	70	9	12	-	-	-
Philadelphia	-	-	-	-	2	-	1	-	3	7	8	4	18	12	11	24	10	-
Schuylkill	1	-	5	-	2	-	-	-	9	5	1	2	57	15	3	-	-	-
Somerset	-	-	7	-	-	-	-	-	36	7	14	-	29	-	7	-	-	-
Susquehanna	-	5	-	-	3	5	-	3	10	2	5	2	40	18	7	-	-	-
Venango	-	-	-	-	-	-	-	20	20	-	-	-	60	-	-	-	-	-
Washington	-	-	-	-	8	-	-	-	-	8	5	8	33	-	38	-	-	-
Westmoreland	2	-	2	-	2	-	-	3	5	2	2	7	52	8	10	5	-	-
Wyoming	-	-	-	-	-	-	-	-	10	-	-	-	80	10	-	-	-	-
York	-	-	-	-	-	-	-	-	14	-	-	-	86	-	-	-	-	-

laborers; Somerset, clerical workers; and Washington, manual production workers.

The major occupational groups that stand next in order to craftsmen are clerical workers, production workers, and service workers. In view of the fact that only about 10 per cent of the employable persons studied were women, the need for training courses in the field of domestic service is more important than its percentage position indicates. The same condition may be true for clerical workers.

In brief, it is indicated that in the opinion of those who analyzed the characteristics of the persons studied that there is a definite need for vocational training or retraining for such a percentage of the employable persons receiving general assistance as to insure a sufficient number of trainees in the more densely populated areas in a number of different courses, and that if such courses be made available to those other unemployed not receiving relief, there should be enough persons to warrant one or more courses in a very large number of communities.

Specific Occupations Suggested

Although the method of presenting the occupations for which training has been suggested by major occupational groups is convenient for purposes of summary, a detailed list of the specific occupations suggested is of additional value to those charged with the responsibility for selecting and inaugurating courses of study. For this purpose Table III has been prepared with a separate listing for each county of the specific occupations for which persons were recommended for vocational training and retraining.

Inspection of the table indicates the great diversification of specific occupations suggested. Because of the smallness of the sample the numbers on which the percentages are based are so extremely low as to lead one to question the validity of the findings as a basis for organizing

specific vocational training and retraining courses. For example, in Allegheny County vocational training or retraining as "craftsmen" was suggested for 41 per cent of the people studied; however, fifty-four specific occupations were included in the group, only one of which, "automobile mechanic" (7 per cent) was sizeable. It appears that it will be necessary either to restrict training to a few specific courses, or offer training that includes the essentials of a large number of related occupations with opportunity for some specilization. For details regarding any county or occupation consult Table III.

Occupational and Personal Characteristics

The personal characteristics of persons recommended for vocational training or retraining are presented in Table IV in order to describe briefly those who it is expected will benefit from such courses. It is indicated that most of these are between 20 and 30 years of age; are predominantly male and white; have not had previous vocational training; do not possess physical handicaps; and have not gone beyond the eighth grade in school. With the exception of educational status which may or may not be a criterion of ability, it would appear that the personal characteristics of those for whom vocational training or retraining has been indicated are compatible with the suggestion.

Description of the occupations and personal characteristics of all persons included in the sample studied is presented in Tables V and VI. Although less important than the results presented in the three previous tables, the data permit a description of the employable persons receiving General Assistance and some comparisons with those for whom vocational training was suggested. Table V indicates that the most frequently occurring primary occupations of persons on relief are physical laborers, craftsmen (skilled workers) and production workers in contrast to emphasis on the

TABLE IV

PERCENTAGE DISTRIBUTION OF PERSONAL CHARACTERISTICS OF ALL PERSONS INCLUDED IN THE SAMPLE STUDIED, BY COUNTY

	Characteristics of Persons Recommended for Vocational Training or Retraining																				
	AGE						SEX		COLOR		VOCATIONAL TRAINING		PHYSICAL HANDICAP		LAST SCHOOL YEAR ATTENDED						
															Grades			High School		13 or over	Not Available
County	Under 20	20-29	30-39	40-49	50-59	60-over	Male	Female	White	Other	Yes	No	Yes	No	0-4	5-6	7-8	9-10	11-12		
Allegheny	3	27	20	21	21	8	85	15	72	28	16	84	11	89	20	15	36	14	10	2	3
Armstrong	14	25	19	22	17	3	88	12	100	-	7	93	20	80	29	10	49	5	7	-	-
Beaver	5	10	11	20	38	16	88	12	97	3	8	92	16	84	45	18	23	7	4	3	-
Berks	2	14	16	23	30	15	82	18	95	5	4	96	25	75	33	24	32	7	4	-	-
Blair	5	24	35	19	16	1	99	1	100	-	11	89	23	77	16	12	55	8	4	-	5
Bradford	3	24	30	21	16	6	92	8	100	-	2	98	29	71	7	20	58	5	3	-	7
Butler	8	26	11	18	28	9	92	8	98	2	11	89	23	77	18	14	47	9	5	2	5
Cambria	2	19	21	20	26	12	88	12	100	-	3	97	32	68	24	18	44	5	7	-	2
Carbon	2	38	23	12	21	4	91	9	99	1	13	87	8	92	14	19	39	19	8	-	1
Centre	3	32	33	18	11	3	91	9	100	-	22	78	5	95	5	11	53	13	9	2	7
Chester	10	30	19	26	10	5	95	5	76	24	5	95	2	98	19	12	33	24	10	-	2
Clearfield	4	24	25	19	17	11	94	6	100	-	6	94	6	94	14	9	53	12	9	1	2
Clinton	3	37	30	20	10	-	87	13	100	-	3	97	27	73	10	13	54	13	10	-	-
Crawford	2	36	21	21	18	2	88	12	88	12	8	92	13	87	8	13	59	13	5	2	-
Dauphin	2	30	33	26	9	-	84	16	77	23	7	93	16	84	26	2	45	16	9	-	2
Delaware	-	13	38	27	13	9	94	6	72	28	9	91	23	77	27	23	32	9	9	-	-
Erie	2	16	17	22	30	13	91	9	97	3	16	84	22	78	22	14	41	11	8	2	2
Fayette	5	33	20	16	19	7	93	7	90	10	2	98	15	85	26	19	40	9	5	1	-
Indiana	6	26	23	21	18	6	95	5	100	-	9	91	16	84	19	14	51	8	6	-	2
Jefferson	-	25	21	36	11	7	79	21	100	-	4	96	32	68	7	14	57	7	11	-	4
Lackawanna	3	30	22	19	18	8	91	9	100	-	12	88	7	93	25	15	33	12	14	1	-
Lancaster	6	21	22	17	26	8	90	10	92	8	5	95	17	83	12	24	49	10	5	-	-
Lawrence	1	19	27	20	23	10	91	9	96	4	7	93	5	95	26	16	33	16	9	-	-
Lehigh	-	14	19	33	24	10	90	10	100	-	10	90	52	48	14	10	48	10	4	14	-
Luzerne	1	28	22	19	21	9	94	6	100	-	13	87	6	94	24	20	29	12	10	1	4
Lycoming	4	26	31	23	13	3	92	8	94	6	17	83	18	82	6	18	52	14	10	-	-
Mercer	6	16	15	21	31	11	90	10	93	7	7	93	17	83	32	13	29	12	8	3	3
Mifflin	4	27	38	15	10	6	87	13	94	6	10	90	19	81	4	17	50	15	10	4	-
Montgomery	2	10	25	26	22	14	96	4	90	10	4	96	24	76	34	14	30	20	2	-	-
Northampton	5	14	17	23	23	18	88	12	96	4	7	93	28	72	19	28	40	7	4	2	-
Northumberland	2	33	26	17	17	5	96	4	100	-	21	79	12	88	20	13	48	10	7	-	2
Philadelphia	-	23	35	27	12	3	87	13	52	48	11	89	9	91	26	19	38	10	5	1	1
Potter	4	33	24	18	14	7	92	8	100	-	12	88	4	96	22	15	35	16	11	1	-
Somerset	7	22	21	24	19	7	95	5	100	-	5	95	19	81	23	18	47	5	6	1	-
Susquehanna	4	22	26	22	18	8	96	4	100	-	5	95	7	93	15	17	49	9	7	3	-
Venango	-	22	19	32	20	7	93	7	100	-	15	85	22	78	5	13	66	5	11	-	-
Washington	2	19	12	20	31	16	94	6	83	17	5	95	10	90	43	16	32	4	4	1	-
Westmoreland	3	40	22	19	12	4	94	6	94	6	11	89	15	85	18	14	47	11	9	1	-
Wyoming	3	22	36	6	25	6	94	6	100	-	9	91	9	91	12	6	47	12	20	3	-
York	8	18	28	28	5	13	87	13	97	3	10	90	13	87	26	15	45	8	3	3	-

occupations of craftsmen, clerical workers, production workers and service workers suggested for vocational training. Table VI reveals that the persons studied are about evenly distributed between the age groups 20-29; 30-39; 40-49; and 50-59 in contrast to the predomination between 20 and 39 years of age of those for whom training was suggested.

The same table indicates that the percentage of male employable persons is slightly higher than those for whom training was suggested; that with the notable exception of Philadelphia the white race predominates; that only a small percentage of the persons have had previous vocational training in contrast to a higher ratio among those selected as candidates for training; that physical handicaps are more predominant and education less among the total employable persons than with the selected group.

Although these conditions would be generally considered compatible with the traits that are requisite to successful vocational training or retraining, undoubtedly many cases, having this general pattern of traits would, because of individual variations, not be in position to benefit while others apart from the pattern might profit greatly. To this end individual analysis on a personal basis must finally be basic to the actual establishment in any locality of courses for vocational training or retraining.

TABLE V

PERCENTAGE DISTRIBUTION OF MAJOR OCCUPATIONAL GROUPS OF PRIMARY OCCUPATIONS OF ALL PERSONS INCLUDED IN THE SAMPLE STUDIED, BY COUNTY

County	Professional and Kindred Workers				Salespersons			Clerical Workers		Service Workers			Craftsmen	Production Workers		Physical Labor Workers		Unassigned Persons
	Professional Workers	Semi-professional Workers	Technicians	Adm. and Supervisory Workers	Inside	Outside	Related Service	Machine	Non-Machine	(Per) Domestic	(Per) Instit. and Outside	Maintenance	(Skilled Workers)	Machine	Manual	Heavy	Light	
Alleghany	1	-	1	1	2	1	1	-	4	9	7	5	17	10	8	24	5	4
Armstrong	2	-	-	-	-	-	2	2	2	7	5	-	12	17	7	44	-	-
Beaver	-	-	-	2	1	-	-	1	2	6	1	3	19	15	9	34	5	2
Berks	-	-	-	2	2	1	-	-	3	5	5	5	20	11	13	22	8	3
Blair	-	-	-	3	1	1	3	-	-	3	-	1	30	16	11	27	4	-
Bradford	-	-	-	1	-	2	1	-	1	4	3	-	25	10	32	20	1	-
Butler	-	-	2	-	-	-	-	-	3	5	2	8	23	14	4	36	3	-
Cambria	-	-	-	-	2	-	-	-	2	7	2	-	23	29	3	28	2	2
Carbon	-	-	-	3	1	1	-	1	3	3	3	2	23	16	10	32	2	-
Centre	-	-	-	-	1	1	-	-	1	6	2	1	16	14	9	48	-	1
Chester	-	-	-	-	2	-	-	2	2	2	5	5	19	10	18	33	2	-
Clearfield	-	1	1	1	3	1	1	1	1	1	2	-	14	10	22	39	2	-
Clinton	-	-	-	-	-	3	-	-	-	10	7	-	27	3	-	43	7	-
Crawford	2	-	3	-	2	-	-	-	2	7	8	2	23	13	5	33	-	-
Dauphin	-	-	-	2	-	-	-	-	2	5	5	2	19	16	7	35	5	2
Delaware	-	-	-	-	2	-	2	-	-	4	4	6	20	11	9	34	4	4
Erie	-	-	-	2	2	1	1	1	2	2	5	4	25	17	14	17	7	-
Fayette	-	-	-	-	3	-	1	1	1	4	1	1	9	9	28	39	3	-
Indiana	-	-	1	1	-	-	1	-	2	3	-	1	33	10	9	34	2	3
Jefferson	-	-	-	-	4	-	4	-	4	11	4	-	11	4	14	44	-	-
Lackawanna	-	-	-	-	1	1	1	1	6	4	3	2	25	12	7	33	4	-
Lancaster	-	-	-	1	1	1	2	-	1	5	2	5	19	11	22	26	4	-
Lawrence	1	-	1	1	3	1	1	-	3	4	4	2	21	13	17	27	1	-
Lehigh	-	-	-	4	-	-	-	-	5	-	-	14	24	10	5	28	10	-
Luzerne	1	-	-	1	2	1	1	1	2	2	3	2	25	13	5	36	5	-
Lycoming	1	-	-	-	2	1	-	2	-	4	4	2	20	16	12	33	3	-
Mercer	2	-	1	1	2	1	1	1	3	7	1	3	12	10	15	39	1	-
Mifflin	-	2	-	-	2	-	2	-	-	6	4	4	17	25	13	25	-	-
Montgomery	4	-	2	-	2	-	-	-	2	-	6	6	20	14	4	34	6	-
Northampton	-	-	-	-	2	-	3	-	-	3	5	4	12	16	9	37	5	4
Northumberland	-	-	-	1	2	-	-	-	4	4	1	3	30	15	7	30	2	1
Philadelphia	-	-	1	-	1	1	-	-	3	13	13	8	41	9	9	-	1	-
Schuylkill	-	-	-	-	2	-	-	-	5	3	1	2	33	12	7	32	2	1
Somerset	-	1	1	-	-	-	-	1	2	1	1	1	40	9	5	35	1	2
Susquehanna	1	-	-	1	1	-	1	-	1	4	1	3	28	13	18	27	1	-
Venango	-	-	-	-	-	2	-	-	7	5	4	5	29	13	5	-	30	-
Washington	-	-	1	-	1	-	1	-	1	4	2	3	15	7	12	48	3	2
Westmoreland	1	-	-	-	-	-	1	-	2	3	4	2	16	16	18	29	4	1
Wyoming	3	-	-	9	3	-	-	-	3	-	-	3	9	6	20	35	9	-
York	2	-	-	-	5	-	-	-	-	5	-	2	31	13	13	26	3	-

TABLE VI

PERCENTAGE DISTRIBUTION OF PERSONAL CHARACTERISTICS OF PERSONS RECOMMENDED FOR VOCATIONAL TRAINING OR RETRAINING, BY COUNTY

County	Characteristics of Persons Recommended for Vocational Training or Retraining																				
	AGE						SEX		COLOR		VOCATIONAL TRAINING		PHYSICAL HANDICAP		LAST SCHOOL YEAR ATTENDED						
															Grades			High School			
	Under 20	20-29	30-39	40-49	50-59	60-over	Male	Female	White	Other	Yes	No	Yes	No	0-4	5-6	7-8	9-10	11-12	13 or over	Not Available
Allegheny	4	45	23	17	10	1	83	17	80	20	43	57	6	94	8	8	32	26	22	2	2
Armstrong	14	57	29	-	-	-	71	29	100	-	43	57	29	71	-	14	29	14	43	-	-
Beaver	17	33	17	25	8	-	67	33	92	8	25	75	-	100	8	9	33	33	9	-	8
Berks	18	18	24	28	12	-	82	18	100	-	29	71	18	82	12	12	52	12	12	-	-
Blair	-	43	57	-	-	-	93	7	100	-	21	79	14	86	-	7	65	21	7	-	-
Bradford	6	19	50	19	6	-	69	31	100	-	12	88	12	88	6	19	63	-	12	-	-
Butler	40	40	20	-	-	-	80	20	100	-	-	100	-	100	-	20	80	-	-	-	-
Cambria	9	64	18	9	-	-	91	9	100	-	18	82	27	73	-	9	55	18	18	-	-
Carbon	-	82	12	6	-	-	100	-	100	-	18	82	6	94	6	12	35	29	18	-	-
Centre	-	45	33	22	-	-	89	11	100	-	33	67	11	89	-	-	67	33	-	-	-
Chester	-	57	29	14	-	-	71	29	86	14	-	100	-	100	-	14	43	14	29	-	-
Clearfield	14	29	33	19	5	-	86	14	100	-	38	62	-	100	-	-	29	24	43	4	-
Crawford	-	42	33	25	-	-	96	4	92	8	17	83	8	92	-	8	55	29	4	4	-
Delaware	-	22	57	14	7	-	93	7	86	14	22	78	14	86	-	35	29	22	14	-	-
Erie	-	4	39	33	17	7	98	2	100	-	39	61	7	93	4	7	35	26	24	4	-
Fayette	11	57	21	11	-	-	74	26	79	21	5	95	-	100	-	11	53	21	15	-	-
Indiana	11	32	35	11	8	3	89	11	100	-	11	89	13	87	10	10	62	14	4	-	-
Jefferson	-	56	33	11	-	-	78	22	100	-	-	100	22	78	11	11	56	11	11	-	-
Lackawanna	8	66	22	3	1	-	77	23	100	-	46	54	1	99	1	4	21	30	42	2	-
Lancaster	2	31	27	22	18	-	82	18	93	7	11	89	13	87	11	13	49	18	9	-	-
Lawrence	8	77	15	-	-	-	77	23	100	-	23	77	-	100	-	7	32	46	15	-	-
Luzerne	2	55	25	12	5	1	96	4	100	-	26	74	7	93	3	17	33	21	25	-	1
Lycoming	6	44	40	10	-	-	90	10	96	4	63	37	10	90	-	4	37	30	29	-	-
Mercer	19	46	13	16	3	3	77	23	94	6	26	74	3	97	-	19	26	33	19	3	-
Mifflin	5	27	54	14	-	-	77	23	86	14	23	77	14	86	5	9	45	14	18	5	4
Montgomery	17	17	17	33	-	16	100	-	100	-	-	100	50	50	33	-	33	34	-	-	-
Northampton	17	50	-	33	-	-	67	33	100	-	50	50	17	83	-	-	50	17	33	-	-
Northumberland	3	46	32	16	2	1	94	6	100	-	23	77	6	94	5	11	58	14	11	-	1
Philadelphia	-	35	40	19	5	1	79	21	56	44	22	78	8	92	15	17	43	15	9	1	-
Schuylkill	11	48	27	10	4	-	87	13	100	-	58	42	1	99	1	13	39	26	21	-	-
Somerset	14	29	36	14	7	-	79	21	100	-	57	43	7	93	-	14	36	7	43	-	-
Susquehanna	7	50	23	20	-	-	87	13	100	-	10	90	-	100	3	10	42	13	25	7	-
Venango	-	60	20	20	-	-	100	-	100	-	60	40	-	100	-	-	20	-	80	-	-
Washington	10	59	18	10	3	-	90	10	82	18	5	95	-	100	5	23	54	8	10	-	-
Westmoreland	10	61	16	5	6	2	97	3	97	3	23	77	10	90	7	12	44	16	21	-	-
Wyoming	10	50	40	-	-	-	90	10	100	-	10	90	-	100	-	-	50	20	30	-	-
York	14	29	29	28	-	-	86	14	100	-	29	71	14	86	-	-	86	-	14	-	-

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
1-0148	Engineer, Civil	2	0.6
1-0204	Musician, Instrument Player	2	0.6
1-0210	Nurse	1	0.3
1-0230	Pharmacist	1	0.3
1-0266	Teacher & Instructor, Grade	1	0.3
1-0268	Teacher & Instructor, H.S.	1	0.3
1-0276	Teacher & Instructor, Trade	1	0.3
1-1124	Showman, Vaudeville & Circus	1	0.3
1-1131	Tree Surgeon	1	0.3
1-2052	Commercial Artist, Illustrator	1	0.3
1-2076	Draftsman, Mechanical	3	0.9
1-2086	Draftsman, Structural	1	0.3
1-2144	Taxidermist	1	0.3
1-4029	Manager, Hotel & Rest.	1	0.3
1-4040	Manager, Sales	1	0.3
TOTAL - Group I - Professional Workers		18	5.6
2-0000	Salesman	1	0.3
2-0040	Salesman, Medicine	2	0.6
2-0090	Salesman, Bakery Products	1	0.3
2-0102	Salesman, Fruits & Veg.	4	1.2
2-0104	Salesman, Groceries (retail)	7	2.1
2-0152	Salesman, Floor Coverings & Draperies	1	0.3
2-0154	Salesman, House Furniture	1	0.3
2-0160	Salesman, General Store	3	0.8
2-0212	Salesman, Men's Clothing	1	0.3
2-0214	Salesman, Men's Furnishings	2	0.6
2-0216	Salesman, Men's Shoes	1	0.3
2-0232	Salesman, Gift Shop	3	0.8
2-0302	Saleswoman, Millinery	1	0.3
2-0304	Saleswoman, Shoes	1	0.3
2-1002	Canvasser	1	0.3
2-1008	Agent, Real Estate	1	0.3
2-1010	Salesman, Advertising	1	0.3
2-1161	Salesman, Groceries	2	0.6
2-1156	Salesman, Confections	1	0.3
2-1260	Salesman, R.R. Equipment	1	0.3
2-1282	Salesman, Fire Insurance	1	0.3
2-1284	Salesman, Life Insurance	1	0.3
2-1290	Salesman, Investments	1	0.3
2-1432	Salesman, Tire	1	0.3

Unemployment Relief (Continued)

Relative Importance of Unemployment Relief by County

Unemployment Relief Cases and Persons by County

Vocational Training Study of Employables on Relief

Allegheny County (Continued)

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
5-0625	Carpenter, Journeyman	4	1.2
5-0636	Carpenter, Shop	2	0.6
5-0922	Core Maker (Foundry)	3	0.8
5-1032	Cutter, Stone	1	0.3
5-1410	Electrician, Airplane	2	0.6
5-1416	Electrician, Maintenance	4	1.2
5-1430	Electroplater (General)	1	0.3
5-1705	Farmer (Agriculture)	2	0.6
5-1880	Fitter, Pipe	3	0.8
5-3100	Machinist, Bench	9	2.6
R5-3100	Machinist's Helper, Bench	1	0.3
5-3112	Machinist, Lathe	3	0.8
5-3164	Mason, Stone	3	0.9
5-3201	Mechanic, Automobile	23	6.8
R5-3201	Mechanic's Helper, Auto.	1	0.3
5-3209	Mechanic, Diesel	1	0.3
5-3310	Millwright (General)	1	0.3
5-3312	Millwright (Iron & Steel)	1	0.3
5-3393	Molder, Finish	2	0.6
5-3396	Molder, Hand	1	0.3
5-3684	Operator, Mill, Boring	1	0.3
5-3876	Operator, Crane	1	0.3
5-3904	Operator, Lathe	3	0.9
5-4000	Operator, Radio	1	0.3
5-4081	Operator, Switchboard, Tele.	2	0.6
5-5030	Operator, Woodworking Machine	1	0.3
5-5124	Painter, House	3	0.9
5-5125	Painter, Journeyman	1	0.3
5-5135	Paper Hanger	2	0.6
5-5148	Pattern Maker, Wood	2	0.6
5-5264	Plasterer, Finish	1	0.3
5-5280	Plumber (Construction)	1	0.3
X5-5280	Plumber's Apprentice (Const)	1	0.3
5-5282	Plumber, Shipyard	1	0.3
5-5306	Polisher, Hand	1	0.3
5-5346	Pressman (Printing)	2	0.6
5-5375	Printer, Job	1	0.3
5-5666	Repairman, Machine	1	0.3
5-5677	Repairman, Radio	1	0.3
5-5986	Service Man, Typewriter	1	0.3
5-6146	Shoemaker	2	0.6
5-6504	Tailor (Clothing)	2	0.6
5-6700	Tool Maker, Bench	1	0.3

Allegheny County (Continued)

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
5-7150	Welder, Acetylene	1	0.5
5-7152	Welder, Arc.	7	2.1
5-7242	Wireman, Building	4	1.2
5-7250	Woodworker, Airplane	1	0.3
TOTAL - Group	V - Craftsmen	138	40.8
6-1612	Operator, Compressor, Air	1	0.3
6-1802	Operator, Bulldozer	1	0.3
6-2355	Operator, Crane	2	0.6
6-2456	Operator, Press, Punch	1	0.3
6-2526	Operator, Screw Machine	1	0.3
7-0296	Blacksmith	2	0.6
7-0612	Carpenter, Rough	2	0.6
7-1437	Farm Hand	2	0.6
7-1528	Finisher, Concrete	5	1.4
7-1592	Fireman, Stationary	1	0.3
7-1850	Greaser (Motor Vehicle Repair)	1	0.3
7-1990	Hook Man	1	0.3
7-2274	Layer, Fire Brick	1	0.3
7-2261	Lather, Wood	1	0.3
7-2906	Operator, Switchboard (Tele)	1	0.3
7-3154	Polisher (Electro-Plating)	1	0.3
7-3455	Roofer, Gravel	1	0.3
7-3582	Scarpher (Iron & Steel)	1	0.3
7-3747	Sheet Metal Worker (Const)	2	0.6
7-4232	Terrazzo Worker (Const)	1	0.3
TOTAL - Group	VI - Production Workers	29	8.6
8-0624	Handyman	1	0.3
8-7008	Washer, Automobile	1	0.3
TOTAL - Group	VII - Physical Labor Workers	2	0.6
TOTAL		338	100.0

Armstrong County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
1-0158	Engineer, Mechanical	1	14.3
	TOTAL - Group I - Professional Workers	1	14.3
3-1352	Stenographer, General	2	28.6
3-1366	Timekeeper	1	14.2
	TOTAL - Group III - Clerical Workers	3	42.8
4-1212	Seamstress, Dressmaker	1	14.3
	TOTAL - Group IV - Service Workers	1	14.3
5-4091	Operator, Telegraph	1	14.3
5-5649	Repairman, Automobile	1	14.3
	TOTAL - Group V - Craftsmen	2	28.6
	TOTAL	7	100.0

Beaver County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
1-2032	Commercial Artist, Illustrator	1	8.3
	TOTAL - Group I - Professional Workers	1	8.3
3-1342	Secretary, Private	1	8.3
	TOTAL - Group III - Clerical Workers	1	8.3
4-0008	Cook	2	16.7
4-0066	Maid, No Cooking	1	8.3
4-2008	Janitor	1	8.3
	TOTAL - Group IV - Service Workers	4	33.3
5-0600	Cabinet Maker	1	8.3
5-1422	Electrician, Switch Panel	1	8.3
5-1880	Fitter, Pipe	1	8.3
5-3106	Machinist, Journeyman	1	8.4
5-3164	Mason, Stone	1	8.4
	TOTAL - Group V - Craftsmen	5	41.7
7-3204	Pruner, Tree	1	8.4
	TOTAL - Group VI - Production Workers	1	8.4
	TOTAL	12	100.0

Berks County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
2-0214	Salesman, Men's Furnishings	1	5.9
2-1420	Salesman, Books	1	5.9
	TOTAL - Group II - Salespersons	2	11.8
3-1194	Clerk, General Office	1	5.9
3-1552	Stenographer, General	1	5.9
	TOTAL - Group III - Clerical Workers	2	11.8
4-0066	Maid, No Cooking	1	5.9
4-1088	Cook, Restaurant	1	5.9
4-1240	Waitress, Tray	1	5.9
4-2006	Gardener, Landscape	1	5.8
	TOTAL - Group IV - Service Workers	4	23.5
5-0206	Baker, Oven	1	5.9
5-5201	Mechanic, Automobile	1	5.9
5-5396	Molder, Hand (Foundry)	1	5.9
5-5280	Plumber (Construction)	1	5.9
5-6170	Sizer (Hat)	1	5.9
X5-7132	Weaver's Apprentice, Cloth	1	5.8
	TOTAL - Group V - Craftsmen	6	35.3
7-1030	Creaser (Hosiery)	1	5.9
7-1528	Finisher, Concrete	1	5.9
7-5204	Pruner, Tree	1	5.8
	TOTAL - Group VI - Production Workers	3	17.6
	TOTAL	17	100.0

Blair County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency			
		Number		Per Cent	
1-2112	Nurseryman	1		7.2	
TOTAL - Group I - Professional Workers			1		7.2
5-0625	Carpenter, Journeyman	1		7.1	
5-1881	Fitter, Steam	1		7.1	
5-3110	Machinist, Bench	1		7.1	
5-3106	Machinist, Journeyman	1		7.1	
5-3164	Mason, Stone	1		7.1	
5-3789	Operator, Diesel Engine	1		7.1	
5-3798	Operator, Sewing Machine	1		7.1	
5-5121	Painter, Decorator	1		7.2	
5-5652	Repairman, Automobile	1		7.2	
5-5659	Repairman, Electrical	1		7.2	
5-7152	Welder, Arc	2		14.3	
TOTAL - Group V - Craftsmen			12		85.6
8-0664	Carrier, Hod	1		7.2	
TOTAL - Group VII - Physical Labor Workers			1		7.2
TOTAL			14		100.0

Bradford County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency			
		Number		Per Cent	
3-1194	Clerk, General Office	2		12.5	
TOTAL - Group III - Clerical Workers			2		12.5
4-0034	Housekeeper, Home	4		25.0	
TOTAL - Group IV - Service Workers			4		25.0
5-1416	Electrician, Maintenance	1		6.2	
5-3106	Machinist, Journeyman	7		43.8	
5-5230	Plumber	2		12.5	
TOTAL - Group V - Craftsmen			10		62.5
TOTAL			16		100.0

Butler County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
4-0064	Maid, Cooking	1	20.0
	TOTAL - Group IV - Service Workers	1	20.0
5-1416	Electrician, Maintenance	1	20.0
5-5280	Plumber	1	20.0
5-5652	Repairman, Automobile	1	20.0
5-6146	Shoemaker	1	20.0
	TOTAL - Group V - Craftsmen	4	80.0
	TOTAL	5	100.0

Cambria County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
3-1194	Clerk, General Office	2	18.2
	TOTAL - Group III - Clerical Workers	2	18.2
4-0064	Maid, Cooking	1	9.1
	TOTAL - Group IV - Service Workers	1	9.1
5-0621	Carpenter, Finish	2	18.2
5-3201	Mechanic, Automobile	1	9.1
5-5124	Painter, House	1	9.1
5-5148	Pattern Maker, Wood	1	9.1
	TOTAL - Group V - Craftsmen	5	45.5
7-0612	Carpenter, Rough	2	18.1
7-1528	Finisher, Concrete	1	9.1
	TOTAL - Group VI - Production Workers	3	27.2
	TOTAL	11	100.0

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
3-1352	Stenographer, General	1	4.1
3-1366	Timekeeper	1	4.2
	TOTAL - Group III - Clerical Workers	2	8.3
5-0625	Carpenter, Journeyman	2	8.3
5-1414	Electrician, Inspecting	1	4.2
5-1422	Electrician, Switch Panel	1	4.2
5-3212	Mechanic, Machine	3	12.5
5-3928	Operator, Projector	2	8.3
5-5280	Plumber, Construction	1	4.2
	TOTAL - Group V - Craftsmen	10	41.7
6-1084	Grader, Construction	3	12.5
6-1614	Operator, Hammer, Air	3	12.5
6-2432	Operator, Press, Punch	1	4.2
6-2458	Operator, Roller, Road	2	8.3
6-4064	Winder, Yarn	1	4.2
7-0612	Carpenter, Rough	2	8.3
	TOTAL - Group VI - Production Workers	12	50.0
	TOTAL	24	100.0

Centre County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
3-1194	Clerk, General Office	2	12.5
	TOTAL - Group III - Clerical Workers	2	12.5
4-0034	Housekeeper, Home	1	6.3
	TOTAL - Group IV - Service Workers	1	6.3
5-0304	Blaster	2	12.5
5-0522	Carpenter, Form	1	6.2
5-3164	Mason, Stone	1	6.2
5-3201	Mechanic, Automobile	2	12.5
5-3904	Operator, Lathe	1	6.2
5-3928	Operator, Projector	1	6.3
5-5124	Painter, House	2	12.5
	TOTAL - Group V - Craftsmen	10	62.4
6-1612	Operator, Compressor	1	6.3
7-0612	Carpenter, Rough	2	12.5
	TOTAL - Group VI - Production Workers	3	18.8
	TOTAL	16	100.0

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
3-0074	Typist, General	1	14.3
	TOTAL - Group III - Clerical Workers	1	14.3
4-1088	Cook, Restaurant	1	14.3
	TOTAL - Group IV - Service Workers	1	14.3
5-0206	Baker, Oven	1	14.3
5-1705	Farmer (Agriculture)	2	28.5
	TOTAL - Group V - Craftsmen	3	42.8
6-1802	Operator, Bulldozer	1	14.3
7-1437	Farm Hand	1	14.3
	TOTAL - Group VI - Production Workers	2	28.6
	TOTAL	7	100.0

Clearfield County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
3-1194	Clerk, General Office	5	23.8
3-1352	Stenographer, General	1	4.8
	TOTAL - Group III - Clerical Workers	6	28.6
4-1240	Waitress	1	4.7
	TOTAL - Group IV - Service Workers	1	4.7
5-0621	Carpenter, Finish	1	4.8
5-3100	Machinist, Bench	4	19.0
5-3164	Mason, Stone	1	4.8
5-3201	Mechanic, Automobile	1	4.8
5-4000	Puller, Pell	1	4.8
5-5124	Painter, House	2	9.5
	TOTAL - Group V - Craftsmen	10	47.7
6-1552	Molder, Hand Grid	1	4.8
7-0612	Carpenter, Rough	2	9.5
	TOTAL - Group VI - Production Workers	3	14.3
8-5350	Cleaner, Iron Stove	1	4.7
	TOTAL - Group VII - Physical Labor Workers	1	4.7
	TOTAL	21	100.0

Crawford County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
1-0002	Actor, Stage	1	4.2
1-0158	Engineer, Mechanical	1	4.2
1-4026	Supt., Farm	1	4.2
1-4042	Manager, Traffic	1	4.2
TOTAL - Group I -	Professional Workers	4	16.8
3-1034	Bookkeeper, Assistant	1	4.2
TOTAL - Group III -	Clerical Workers	1	4.2
4-0008	Cook	1	4.2
TOTAL - Group IV -	Service Workers	1	4.2
5-0380	Boilermaker	1	4.2
5-0621	Carpenter, Finish	2	8.3
5-3100	Machinist, Bench	8	33.3
5-3201	Mechanic, Automobile	3	12.5
5-3393	Molder, Finish	2	8.3
5-5124	Painter, House	1	4.1
5-7150	Welder	1	4.1
TOTAL - Group V -	Craftsmen	18	74.8
TOTAL		24	100.0

Delaware County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
2-0212	Salesman, Men's Clothing	1	7.1
2-1156	Salesman, Confections	1	7.2
TOTAL - Group II - Salespersons		2	14.3
4-0064	Maid, Cooking	1	7.1
4-2006	Gardener, Landscape	1	7.2
TOTAL - Group IV - Service Workers		2	14.3
5-0528	Bushelman	1	7.1
5-1705	Farmer (Agriculture)	1	7.1
5-3108	Machinist, Floor	1	7.1
5-3393	Molder, Finish	1	7.1
5-5125	Painter, Journeyman	1	7.2
5-5172	Photographer (Printing)	1	7.2
5-5677	Repairman, Radio	1	7.2
TOTAL - Group V - Craftsmen		7	50.0
6-2054	Operator, Elevator	1	7.1
7-0794	Chipper (Foundry)	1	7.2
TOTAL - Group VI - Production Workers		2	14.3
8-5950	Layer, Pipe	1	7.1
TOTAL - Group VII - Physical Labor Workers		1	7.1
TOTAL		14	100.0

Erie County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
1-0022	Artist, Painter	1	2.2
1-0156	Engineer, Industrial	1	2.2
1-2002	Accountant, Audit	2	4.2
1-2076	Draftsman, Mechanical	1	2.2
1-2142	Surveyor	1	2.2
1-4029	Manager, Hotel, Restaurant	1	2.2
1-4040	Manager, Sales	1	2.2
1-4220	Superintendent, Construction	1	2.2
	TOTAL - Group I - Professional Workers	9	19.6
2-0276	Salesman, Tobacco	1	2.2
2-2214	Buyer & Purchasing Agent	2	4.2
	TOTAL - Group II - Salespersons	3	6.5
3-1194	Clerk, General Office	2	4.3
	TOTAL - Group III - Clerical Workers	2	4.3
4-0064	Maid, Cooking	1	2.2
	TOTAL - Group IV - Service Workers	1	2.2
5-0302	Blacksmith	1	2.2
5-0600	Cabinet Maker	2	4.3
5-0621	Carpenter, Finish	1	2.2
5-1416	Electrician, Maintenance	1	2.2
5-1418	Electrician (Machine Shop)	1	2.2
5-3100	Machinist, Bench	1	2.2
5-3108	Machinist, Floor	5	10.8
5-3112	Machinist, Lathe	2	4.3
5-3201	Mechanic, Automobile	5	10.8
5-3219	Mechanic, Tractor, Maintenance	1	2.2
5-3396	Molder, Hand	1	2.2
5-5121	Painter, Decorator	1	2.2
5-5375	Printer, Job	1	2.2
5-5980	Serviceman, Auto	2	4.3
5-6000	Setter, Die	3	6.5
5-6354	Steel Worker, Structural	1	2.2
5-7152	Welder, Arc	1	2.2
	TOTAL - Group V - Craftsmen	30	65.2
6-2598	Operator, Grader	1	2.2
	TOTAL - Group VI - Production Workers	1	2.2
	TOTAL	46	100.0

Fayette County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number		Frequency Per Cent	
1-2090	Tracer (Draftsman)	1		5.3	
	TOTAL - Group I - Professional Workers		1		5.3
2-0096	Saleswoman, Confections	1		5.2	
2-0220	Saleswoman, Notions	1		5.3	
	TOTAL - Group II - Salespersons		2		10.5
3-1194	Clerk, General Office	1		5.2	
	TOTAL - Group III - Clerical Workers		1		5.2
4-0064	Maid, Cooking	2		10.5	
4-1240	Waitress, Tray	1		5.3	
	TOTAL - Group IV - Service Workers		3		15.8
5-3100	Machinist, Bench	1		5.2	
5-3164	Mason, Stone	3		15.8	
5-3201	Mechanic, Automobile	2		10.5	
	TOTAL - Group V - Craftsmen		6		31.5
6-1938	Operator, Crane (Foundry)	1		5.2	
6-3574	Shearman (Iron & Steel)	1		5.3	
7-0662	Catcher, Cold Roll	1		5.3	
7-4102	Straightener, Gag	1		5.3	
	TOTAL - Group VI - Production Workers		4		21.1
8-0756	Laborer, Surface (Mining)	1		5.3	
8-7008	Washer, Automobile	1		5.3	
	TOTAL - Group VII - Physical Labor Workers		2		10.6
	TOTAL		19		100.0

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
1-0070	Chemist, Metallurgical	1	1.4
1-0148	Engineer, Civil	1	1.4
1-0172	Forester	2	2.9
1-0178	Horticulturist	2	2.9
R1-1131	Tree Surgeon's Helper	1	1.4
1-2004	Accountant, Cost	1	1.4
	TOTAL - Group I - Professional Workers	8	11.4
2-0220	Salesman, Notions	1	1.4
	TOTAL - Group - II - Salespersons	1	1.4
3-1366	Timekeeper	2	2.9
	TOTAL - Group III - Clerical Workers	2	2.9
4-0008	Cook	1	1.4
4-0064	Maid, Cooking	4	5.8
4-1200	Nurse, Practical	1	1.4
4-1240	Waitress, Tray	1	1.4
	TOTAL - Group IV - Service Workers	7	10.0
5-0600	Cabinet Maker	1	1.4
5-0621	Carpenter, Finish	1	1.4
5-0865	Compassman	1	1.4
5-1242	Dresser, Tool	1	1.4
5-1268	Driller, Stone	1	1.4
5-1418	Electrician, Machine Shop	1	1.4
5-1705	Farmer, Agriculture	5	7.2
5-1822	Fire, Viewer, Miner	4	5.8
5-2631	Installer, Refrigeration	1	1.4
5-2810	Knitter, Automatic	1	1.4
5-3082	Lumber Jack	1	1.4
5-3108	Machinist, Floor	1	1.4
5-3112	Machinist, Lathe	1	1.4
5-3164	Mason, Stone	4	5.8
5-3201	Mechanic, Automobile	2	2.9
R5-3201	Mechanic, Automobile, Helper	1	1.4
5-3334	Miner, Mineral	6	8.7
5-3378	Mixer, Syrup	1	1.4
5-5124	Painter, House	2	2.9
5-5264	Plasterer, Finish	1	1.4
5-5652	Repairman, Automobile	1	1.4
5-6354	Steel Worker, Structural	1	1.4
	TOTAL - Group V - Craftsmen	39	55.7

Indiana County (Continued)

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND R-TRAINING

Code	Name	Frequency Number	Frequency Per Cent
6-0785	Driver, Truck	1	1.4
6-0856	Enameler, Foundry	2	2.9
6-2218	Operator, Press, Hydraulic	1	1.4
6-2277	Operator, LeTourneau	1	1.4
7-0087	Assembler, Body	1	1.4
7-1528	Finisher, Concrete	2	2.9
7-1699	Foreman, Labor Gang	1	1.4
	TOTAL - Groups VI - Production Workers	9	12.8
8-0200	Car Man, Mining	1	1.4
8-0740	Laborer, Agricultural	1	1.4
8-0746	Laborer, Construction	1	1.5
8-5950	Layer, Pipe	1	1.5
	TOTAL - Group VII - Physical Labor Workers	4	5.8
	TOTAL	70	100.0

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
4-1116	Hostess	1	11.1
4-1240	Waitress, Tray	1	11.1
	TOTAL - Group IV - Service Workers	2	22.2
5-0621	Carpenter, Finish	1	11.1
5-3201	Mechanic, Automobile	2	22.2
5-3212	Mechanic, Machine	1	11.1
5-5148	Pattern Maker, Wood	1	11.1
5-5677	Repairman, Telephone	1	11.1
	TOTAL - Group V - Craftsmen	6	66.6
6-0166	Body Worker (Clay Tile)	1	11.2
	TOTAL - Group VI - Production Workers	1	11.2
	TOTAL	9	100.0

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
1-0162	Engineer, Mining	1	1.1
1-0178	Horticulturist	1	1.1
1-0210	Nurse	1	1.1
1-1012	Athletic Official, Coach and Director	1	1.1
1-2004	Accountant, Cost	3	3.3
1-2008	Account, Tax	1	1.1
1-2076	Draftsman, Mechanical	1	1.1
1-2104	Interior Decorator	1	1.1
1-4234	Contractor, General	1	1.0
	TOTAL - Group I - Professional Workers	11	12.0
2-0000	Salesman	6	6.5
2-0294	Saleswoman, Dresses	1	1.1
2-2314	Driver - Salesman	1	1.0
	TOTAL - Group II - Salespersons	8	8.6
3-0028	Bookkeeping Machine Operator	3	3.3
3-0032	Calculating Machine Operator - Comptometer	1	1.1
3-1194	Clerk, General Office	2	2.2
3-1204	Clerk, Law & Patent	1	1.0
3-1250	Clerk, Shipping	2	2.2
3-1352	Stenographer, General	2	2.2
	TOTAL - Group III - Clerical Workers	11	12.0
4-0064	Maid, Cooking	1	1.1
4-1240	Waiter, Tray	3	3.3
4-2004	Operator, Elevator	2	2.2
	TOTAL - Group IV - Service Workers	6	6.6
5-0206	Baker, Oven	1	1.1
5-0234	Battery Man	1	1.1
5-0621	Carpenter, Finish	2	2.2
5-1032	Cutter, Stone	1	1.1
5-1262	Driller, Diamond Point	1	1.1
5-1418	Electrician (Machine Shop)	1	1.1
5-1880	Fitter, Pipe	1	1.1
5-1910	Fixer, Loom	1	1.1
5-3100	Machinist, Bench	3	3.3
5-3102	Machinist, (Construction)	1	1.1
5-3106	Machinist, Journeyman	1	1.1

Lackawanna County (Continued)

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
5-3112	Machinist, Lathe	2	2.2
5-3200	Mechanic, Airplane	4	4.3
5-3201	Mechanic, Automobile	4	4.3
5-3396	Molder, Hand (Foundry)	1	1.1
5-3904	Operator, Lathe	1	1.1
5-3912	Operator, Linotype	1	1.1
5-3956	Operator, Paving Machine	1	1.1
5-5006	Operator, Lathe, Turret	1	1.1
5-5121	Painter, Decorator	1	1.1
5-5124	Painter, House	1	1.1
5-5280	Plumber (Construction)	1	1.1
5-5659	Repairman, Electrical	1	1.1
5-5677	Repairman, Radio	3	3.3
5-6904	Upholsterer (Furniture)	1	1.0
5-7132	Weaver, Cloth	1	1.0
5-7152	Welder, Acetylene	1	1.0
	TOTAL - Group V - Craftsmen	39	42.4
6-1802	Operator, Bulldozer	1	1.1
6-2256	Operator, Sewing Machine	13	14.1
6-2322	Operator, Mixer	1	1.1
6-2623	Operator, Sheet Metal Machine	1	1.1
6-2717	Operator, Tractor (Const.)	1	1.0
	TOTAL - Group VI - Production Workers	17	18.4
TOTAL		92	100.0

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number		Frequency Per Cent	
1-2180	Photographer, Commercial	1		2.2	
	TOTAL - Group I - Professional Workers		1		2.2
2-1150	Salesman, Bakery Products	1		2.2	
2-2304	Gasoline Station Attendant	1		2.2	
2-2314	Driver, Salesman	1		2.2	
	TOTAL - Group II - Salespersons		3		6.6
3-1036	Bookkeeper, General Ledger	1		2.2	
3-1352	Stenographer, General	4		8.6	
	TOTAL - Group III - Clerical Workers		5		10.8
4-0034	Housekeeper, Home	2		4.3	
4-0064	Maid, Cooking	1		2.2	
4-1082	Cook, Hotel	2		4.3	
4-1200	Nurse, Practical	1		2.2	
	TOTAL - Group IV - Service Workers		6		13.0
5-0621	Carpenter, Finish	2		4.3	
5-0625	Carpenter, Journeyman	3		6.4	
5-0922	Core Maker, Foundry	1		2.2	
5-1419	Electrician, Journeymen	1		2.2	
5-1502	Engineer, Stationary	1		2.2	
5-1705	Farmer, Agriculture	1		2.2	
5-3072	Tooper, Full Fashioned Hosiery	1		2.2	
5-3102	Machinist, Construction	1		2.2	
5-3106	Machinist, Journeyman	1		2.2	
5-3160	Mason, Brick	1		2.2	
5-3164	Mason, Stone	1		2.2	
5-3201	Mechanic, Automobile	1		2.2	
5-3810	Operator, Press, Drill	1		2.2	
5-5124	Painter, House	3		6.4	
5-5135	Paper, Hanger	1		2.2	
5-5280	Plumber, Construction	1		2.2	
	TOTAL - Group V - Craftsmen		21		45.7
6-1802	Operator, Bulldozer	1		2.2	
6-2206	Operator, Heat Treat	1		2.2	
6-2256	Operator, Sewing Machine	2		4.3	
6-2322	Operator, Mixer	1		2.2	
7-1437	Farm Hand	3		6.4	
7-1528	Finisher, Concrete	1		2.2	
7-3330	Repairman, Motor	1		2.2	
	TOTAL - Group VI - Production Workers		10		21.7
	TOTAL		46		100.0

Lawrence County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number		Frequency Per Cent
2-0104	Saleslady, Grocery	1	7.7	
TOTAL - Group II - Salespersons			1	7.7
3-1352	Stenographer, General	1	7.7	
TOTAL - Group III - Clerical Workers			1	7.7
4-0034	Housekeeper, Home	1	7.7	
TOTAL - Group IV - Service Workers			1	7.7
5-0443	Bricklayer, Building	1	7.7	
5-3772	Operator, Grinder	1	7.7	
5-3874	Operator, Mill, Boring	1	7.7	
5-3904	Operator, Lathe	2	15.3	
5-3980	Operator, Mill, Boring, Precision	1	7.7	
5-4058	Operator, Lathe, Mandrel	1	7.7	
TOTAL - Group V - Craftsmen			7	53.8
6-1778	Operator, Hammer, Bradley	1	7.7	
6-2277	Operator, LeTourneau	1	7.7	
7-3456	Roofer, Metal	1	7.7	
TOTAL - Group VI - Production Workers			3	23.1
TOTAL			13	100.0

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
2-0104	Salesman, Grocery	1	0.8
2-1000	Salesman	1	0.8
2-1340	Salesman, Automobile	1	0.8
TOTAL - Group II - Salespersons		3	2.4
3-0000	Clerk	1	0.8
3-0032	Calculating Machine Operator	1	0.8
3-1140	Clerk - Typist	1	0.8
3-1194	Clerk - General Office	6	5.1
3-1352	Stenographer, General	2	1.7
TOTAL - Group III - Clerical Workers		11	9.2
4-1050	Chef - Assistant	1	0.8
4-1094	Cook, Short Order	1	0.8
4-1240	Waitress, Tray	1	0.8
4-2006	Gardener	1	0.8
4-2016	Watchman	4	3.4
TOTAL - Group IV - Service Workers		8	6.6
5-0600	Cabinet Maker	1	0.9
5-0621	Carpenter, Finish	2	1.7
5-0624	Carpenter, Furniture	1	0.9
5-1013	Cutter, Meat	2	1.7
5-1410	Electrician, Airplane	1	0.9
5-1418	Electrician, Machine Shop	1	0.9
X5-1419	Electrician's Apprentice	1	0.9
5-1419	Electrician, Journeyman	1	0.9
5-1502	Engineer, Stationary	1	0.9
5-1710	Fatter, Meat Packing	1	0.9
5-1880	Fitter, Pipe	1	0.9
5-1881	Fitter, Steam	1	0.9
5-3100	Machinist, Bench	3	2.5
R5-3108	Machinist's Helper, Floor	1	0.9
5-3200	Mechanic, Airplane	1	0.9
5-3201	Mechanic, Automobile	8	6.8
5-3212	Mechanic, Machine	1	0.9
5-3330	Miner, Contact	3	2.5
5-3904	Operator, Lathe	1	0.9
5-3924	Operator, Milling Machine	1	0.9
5-3962	Operator, Planer	7	5.9
5-4032	Operator, Shaper	1	0.9
5-5006	Operator, Lathe, Turret	1	0.9
5-5121	Painter, Decorator	1	0.9

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
5-5652	Repairman, Automobile	1	0.8
5-6142	Sheet Metal Worker (Air)	1	0.8
5-6282	Spinner, Frame	1	0.8
5-7152	Welder, Arc	1	0.8
	TOTAL - Group V - Craftsmen	47	40.5
6-1708	Operator, Threader, Barrel	1	0.9
6-1802	Operator, Bulldozer	1	0.9
6-2130	Operator, Press, Forming	5	4.3
6-2218	Operator, Press, Hydraulic	1	0.9
6-2253	Operator, Knitting Machine	5	4.3
6-2256	Operator, Sewing Machine	1	0.9
6-2379	Operator, Planer	1	0.9
6-2436	Operator, Press, Punch	16	13.7
6-2446	Operator, Press, Drill	2	1.7
6-2472	Operator, Shear, Rotary	9	7.6
6-2538	Operator, Sewing Machine, Leather	1	0.9
6-2623	Operator, Sheet Metal Machine	1	0.9
6-3216	Riveter (Shipbuilding)	1	0.9
7-0612	Carpenter, Rough	1	0.9
7-1056	Cutter, Glass	1	0.8
	TOTAL - Group VI - Production Workers	47	40.5
8-5935	Laborer, Factory	1	0.9
	TOTAL - Group VII - Physical Labor Workers	1	0.8
	TOTAL	117	100.0

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
1-0024	Artist, Sculptor	1	2.1
1-0152	Engineer, Electrical	1	2.1
1-2030	Commercial Artist	1	2.1
1-2062	Draftsman, Architectual	1	2.1
1-2120	Photographer, Commercial	1	2.1
	TOTAL - Group I - Professional Workers	5	10.5
2-0000	Salesman	4	8.3
2-0230	Salesman, Art Goods	1	2.1
2-1000	Salesman	1	2.1
2-1160	Salesman, Fruit & Veg.	1	2.1
	TOTAL - Group II - Salespersons	7	14.6
3-0032	Cal. Mach. Opr., Comptometer	1	2.1
3-1194	Clerk, General Office	4	8.3
3-1352	Stenographer, General	4	8.3
	TOTAL - Group III - Clerical Workers	9	18.7
4-1082	Cook, Hotel	2	4.2
4-1200	Nurse, Practical	1	2.1
	TOTAL - Group IV - Service Workers	3	6.3
5-0621	Carpenter, Finish	1	2.1
5-1416	Electrician, Maintenance	2	4.2
5-3108	Machinist, Floor	12	25.0
5-3201	Mechanic, Automobile	9	18.6
	TOTAL - Group V - Craftsmen	24	49.9
	TOTAL	48	100.0

Mercer County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
1-0272	Teacher & Instructor, Music	1	3.2
1-2030	Commercial Artist, Card & Sign	1	3.2
1-2120	Photographer, Commercial	1	3.2
1-2142	Surveyor	1	3.2
	TOTAL - Group I - Professional Workers	4	12.9
3-1140	Clerk - Typist	1	3.2
3-1352	Stenographer, General	3	9.7
	TOTAL - Group III - Clerical Workers	4	12.9
4-0064	Maid, Cooking	4	12.9
4-1240	Waitress, Tray	1	3.3
	TOTAL - Group IV - Service Workers	5	16.2
5-0000	Machinist	1	3.2
5-0621	Carpenter, Finish	1	3.2
5-1705	Farmer (Agriculture)	3	9.7
5-3106	Machinist, Journeyman	1	3.2
X5-3106	Machinist's Apprentice,	3	9.7
5-3108	Machinist, Floor	1	3.2
5-3201	Mechanic, Automobile	3	9.7
5-3312	Millwright (Iron & Steel)	1	3.2
5-3180	Operator, Press, Drill	1	3.2
5-7152	Welder, Arc	1	3.2
	TOTAL - Group V - Craftsmen	16	51.5
6-0000	Operator, Machine	2	6.5
	TOTAL - Group VI - Production Workers	2	6.5
	TOTAL	31	100.0

Mifflin County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number		Frequency Per Cent	
1-1040	Forest Ranger	1		4.5	
TOTAL - Group I - Professional Workers			1		4.5
2-0154	Saleswoman, House Furniture	1		4.6	
TOTAL - Group II - Salespersons			1		4.6
3-1034	Bookkeeper, Assistant	1		4.5	
3-1036	Bookkeeper, General Ledger	1		4.5	
3-1154	Clerk, General	1		4.6	
TOTAL - Group III - Clerical Workers			3		13.6
4-0034	Housekeeper, Home	1		4.6	
4-2006	Gardner, Landscape	1		4.5	
TOTAL - Group IV - Service Workers			2		9.1
5-0302	Blacksmith	1		4.6	
5-0600	Cabinet Maker	1		4.6	
5-0621	Carpenter, Finish	3		13.6	
5-3106	Machinist, Journeyman	2		9.1	
5-3212	Mechanic, Machine	1		4.6	
5-5121	Painter, Decorator	1		4.5	
5-5124	Painter, House	1		4.5	
5-5280	Plumber, Construction	1		4.5	
TOTAL - Group V - Craftsmen			11		50.0
6-3490	Seamstress (Industrial)	3		13.6	
7-3747	Sheet Metal Worker (Construction)	1		4.6	
TOTAL - Group VI - Production Workers			4		18.2
TOTAL			22		100.0

Montgomery County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency			
		Number		Per Cent	
2-0102	Salesman, Fruit & Veg.	1		16.7	
TOTAL - Group II - Salespersons			1		16.7
3-1366	Timekeeper	1		16.7	
TOTAL - Group III - Clerical Workers			1		16.7
4-2016	Watchman	2		33.3	
TOTAL - Group IV - Service Workers			2		33.3
X7-0612	Carpenter's Apprentice, Rough	1		16.7	
7-3501	Sailor	1		16.6	
TOTAL - Group VI - Production Workers			2		33.3
TOTAL			6		100.0

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency			
		Number		Per Cent	
1-2032	Commercial Artist	1		16.7	
	TOTAL - Group I - Professional Workers		1		16.7
3-1352	Stenographer, General	1		16.7	
	TOTAL - Group III - Clerical Workers		1		16.7
5-3106	Machinist, Journeyman	1		16.7	
5-5375	Printer, Job	1		16.6	
	TOTAL - Group V - Craftsmen		2		33.3
6-1944	Operator, Crusher	1		16.7	
	TOTAL - Group VI - Production Workers		1		16.7
7-0726	Chainman	1		16.6	
	TOTAL - Group VI - Production Workers		1		16.6
	TOTAL		6		100.0

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
1-2076	Draftsman, Mechanical	5	3.5
	TOTAL - Group I - Professional Workers	5	3.5
3-1036	Bookkeeper, General Ledger	2	1.4
3-1194	Clerk, General Office	3	2.2
3-1352	Stenographer, General	1	0.7
	TOTAL - Group III - Clerical Workers	6	4.3
4-0034	Housekeeper, Home	2	1.4
4-1210	Seamstress, Alteration	1	0.7
4-1240	Waitress, Tray	1	0.7
	TOTAL - Group IV - Service Workers	4	2.8
5-0060	Art Needle Worker	1	0.7
5-0443	Bricklayer, Building	3	2.2
5-0621	Carpenter, Finish	8	5.7
5-0636	Carpenter, Shop	3	2.2
5-1410	Electrician, Airplane	1	0.7
5-1416	Electrician, Maintenance	1	0.7
5-1418	Electrician (Machine Shop)	3	2.2
5-1419	Electrician, Journeyman	1	0.7
5-1546	Engraver, Watch	1	0.7
5-1705	Farmer (Agriculture)	4	2.8
5-1880	Fitter, Pipe	2	1.4
5-1881	Fitter, Steam	2	1.4
5-1882	Fitter, Ship	1	0.7
5-3100	Machinist, Bench	10	7.0
5-3108	Machinist, Floor	6	4.3
5-3110	Machinist, Shop	1	0.7
5-3112	Machinist, Lathe	2	1.4
5-3120	Machinist (Textile)	1	0.7
5-3164	Mason, Stone	3	2.1
5-3200	Mechanic, Airplane	7	5.0
5-3201	Mechanic, Automobile	5	3.5
5-3209	Mechanic, Diesel	6	4.3
5-3212	Mechanic, Machine	1	0.7
5-3768	Operator, Crane	1	0.7
5-3798	Operator, Sewing Machine	1	0.7
5-3978	Operator, Shovel	1	0.7
5-5122	Painter, First Class	1	0.7
5-5124	Painter, House	1	0.7
5-5148	Pattern Maker, Wood	1	0.7

Northumberland County (Continued)

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
5-5264	Plasterer, Finish	1	0.7
5-5280	Plumber, Construction	2	1.4
5-5282	Plumber, Shipyard	1	0.7
5-5666	Repairman, Machine	1	0.7
5-5675	Repairman, Sewing Machine	1	0.7
5-7150	Welder, Acetylene	6	4.3
5-7152	Welder, Arc	7	5.0
TOTAL - Group V - Craftsmen		98	69.5
6-1084	Grader (Construction)	1	0.7
6-1612	Operator, Compressor, Air	1	0.7
6-2166	Operator, Grader	1	0.7
6-2256	Operator, Sewing Machine	4	2.8
6-2277	Operator, Le Tourneau	1	0.7
6-2398	Operator, Grader, Power	2	1.4
6-2487	Operator, Sanding Machine	1	0.7
7-0612	Carpenter, Rough	1	0.7
7-1110	Dairy Hand	1	0.7
7-1437	Farm Hand	3	2.2
7-1528	Finisher, Concrete	1	0.7
7-2261	Lather, Wood	1	0.7
7-2984	Painter, Steel	2	1.4
7-3394	Rip Rap Man	1	0.7
7-3396	Paver, Rip Rap	2	1.4
7-3747	Sheet Metal Worker (Const)	5	3.6
TOTAL - Group VI - Production Workers		28	19.8
TOTAL		141	100.0

Philadelphia County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
1-1046	Home Economic Expert	2	0.5
1-1131	Tree Surgeon	1	0.2
1-2066	Draftsman, Construction	1	0.2
1-2068	Draftsman, Electrical	1	0.2
1-2158	Technician &Laboratory Asst.	1	0.3
1-4027	Manager, Institution	1	0.3
TOTAL - Group I - Professional Workers		7	1.7
2-0000	Salesman	1	0.2
2-0012	Salesman, Sporting Goods	1	0.2
2-0102	Salesman, Fruit & Veg.	1	0.2
2-0104	Salesman, Groceries *Retail	2	0.5
2-0106	Salesman, Meats, Poultry, Fish	1	0.2
2-1074	Salesman, Medicine	2	0.5
2-1224	Salesman, House Furniture	1	0.2
2-1284	Salesman, Life Insurance	1	0.2
2-2304	Gasoline Station Attendant	1	0.2
TOTAL - Group II - Salespersons		10	2.4
3-1140	Clerk - Typist	1	0.2
3-1194	Clerk, General Office	3	0.7
3-1244	Clerk, Compiling	1	0.2
3-1250	Clerk, Shipping	2	0.5
3-1252	Clerk, Stock & Storeroom	3	0.7
3-1342	Secretary, Private	1	0.3
3-1352	Stenographer, General	2	0.5
TOTAL - Group III - Clerical Workers		13	3.1
4-0002	Butler	1	0.2
4-0004	Chauffeur	1	0.2
4-0008	Cook	1	0.2
4-0010	Day Worker, Cleaning	3	0.7
4-0012	Day Worker, General	7	1.7
4-0022	Governess	1	0.2
4-0034	Housekeeper, Home	1	0.2
4-0040	Houseman, General	5	1.2
4-0064	Maid, Cooking	18	4.3
4-0066	Maid, No Cooking	15	3.6
4-0070	Maid, Nurse	1	0.2

Philadelphia County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
4-1004	Bartender	2	0.5
4-1010	Beauty Parlor Worker,	5	1.2
4-1030	Caterer	4	1.0
4-1060	Cleaner, Charwoman	1	0.2
4-1080	Cook, First	3	0.7
4-1082	Cook, Hotel	1	0.2
R4-1083	Cook's Helper, Mess	1	0.2
4-1084	Cook, Pastry	1	0.2
4-1088	Cook, Restaurant	1	0.2
4-1092	Cook, Second	9	2.1
4-1094	Cook, Short Order	7	1.7
4-1104	Dishwasher, Machine	1	0.2
4-1140	Kitchen Worker	3	0.7
4-1160	Maid, Chamber	1	0.2
4-1164	Maid, General	1	0.3
4-1172	Orderly (Hospital)	1	0.3
4-1206	Sandwich Girl & Man	2	0.5
4-1210	Seamstress, Alteration	1	0.3
4-1212	Seamstress, Dressmaker	3	0.7
4-1230	Waiter, Arm	1	0.3
4-1232	Waitress, Counter	2	0.5
4-1236	Waiter, Fountain	1	0.3
4-2006	Gardner, Landscape	2	0.5
4-2008	Janitor	19	4.5
4-2009	Jailer	3	0.7
4-2016	Watchman, Guard	1	0.3
4-2032	Maintenance Man, Bldg.	6	1.4
TOTAL - Group IV - Service Workers		137	32.6
5-0206	Baker, Oven	2	0.5
5-0234	Battery Man	1	0.2
5-0302	Blacksmith	1	0.2
5-0380	Boilermaker	1	0.2
5-0445	Bricklayer, Building	3	0.7
5-0528	Bushelman	1	0.2
5-0608	Candle Maker	1	0.2
5-0621	Carpenter, Finish	3	0.7
R5-0621	Carpenter's Helper, Finish-	1	0.2
5-0622	Carpenter, Form	1	0.2
5-0625	Carpenter, Journeyman	4	1.0
R5-0625	Carpenter's Helper, Journey	4	1.0

Philadelphia County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
5-5006	Operator, Lathe, Turret	2	0.5
5-5121	Painter, Decorator	1	0.2
5-5124	Painter, House	14	3.3
5-5125	Painter, Journeyman	1	0.2
R5-5125	Painter's Helper, Journeyman	1	0.2
5-5135	Paper Hanger (Wallpaper)	1	0.2
5-5176	Photographer (Stone)	1	0.2
5-5264	Plasterer, Finish	3	0.7
5-5280	Plumber (Construction)	4	1.0
R5-5280	Plumber's Helper (Construction)	2	0.5
5-5344	Pressman, Offset	1	0.3
5-5375	Printer (Job Printing)	1	0.3
5-5649	Repairman, Auto Body, Metal	2	0.5
5-5652	Repairman, Automobile	4	1.0
5-5657	Repairman, Elevator	1	0.3
5-5659	Repairman, Electrical	1	0.3
5-5666	Repairman, Machine	2	0.5
5-5677	Repairman, Radio	2	0.5
5-6142	Sheet Metal Worker	1	0.3
5-6146	Shoemaker	1	0.3
5-6354	Steel Worker, Structural	1	0.3
5-6504	Tailor, Clothing	1	0.3
5-6608	Tester, Radio	1	0.3
5-6904	Upholsterer (Furniture)	1	0.3
5-7152	Welder, Arc	4	1.0
5-7168	Welder, Spot	1	0.3
5-7240	Wireman, Electrical Appliance	1	0.3
5-7270	Writer, Show Card	1	0.3
	TOTAL - Group V - Craftsmen	174	41.4
6-0748	Dryer Tender (Textile)	1	0.2
6-0787	Driver, Truck	3	0.7
6-0840	Dryer, Machine	1	0.2
6-0880	Drum Maker	1	0.2
6-0918	Feeder (Printing)	1	0.2
6-1552	Molder, Hand Grid	1	0.2
6-1614	Operator, Hammer, Air	1	0.2

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
R5-0628	Carpenter's Helper, Pier	1	0.2
R5-0634	Carpenter's Helper, Ship	1	0.2
5-0820	Cleaner, Dry	2	0.5
5-1172	Dipper, Chocolate	1	0.2
5-1412	Electrician, Bench	2	0.5
5-1416	Electrician, Maintenance	2	0.5
5-1419	Electrician, Journeyman	3	0.7
R5-1419	Electrician's Helper, Journey	1	0.2
5-1502	Engineer, Stationary	1	0.2
5-1880	Fitter, Pipe	7	1.7
R5-1880	Fitter's Helper, Pipe	1	0.2
R5-1881	Fitter's Helper, Steam	1	0.2
5-1902	Fixer, Knitting Machine	1	0.2
5-1952	Furnace Man (Foundry)	1	0.2
5-2216	Grinder, Precision	1	0.2
5-2636	Installer, Telephone	1	0.2
5-2704	Jewler (Munitions)	1	0.2
5-2810	Knitter, Automatic	2	0.5
5-3034	Lineman, Senior	1	0.2
5-3100	Machinist, Bench	4	1.0
X5-3100	Apprentice Machinist, Bench	1	0.2
X5-3106	Apprentice Machinist, Journeyman	1	0.2
R5-3106	Machinist's Helper, Journey	1	0.2
5-3108	Machinist's Helper, Floor	1	0.2
R5-3108	Machinist's Helper, Floor 2	2	0.5
X5-3108	Apprentice Machinist, Floor	1	0.2
5-3112	Machinist, Lathe	7	1.7
R5-3112	Machinist's Helper	1	0.2
5-3120	Machinist (Textile)	1	0.2
5-3164	Mason, Stone	2	0.5
R5-3164	Mason's Helper, Stone	1	0.2
5-3200	Mechanic, Airplane	3	0.7
5-3201	Mechanic, Automobile	18	4.3
R5-3201	Mechanic's Helper, Auto	2	0.5
5-3310	Millwright (General)	1	0.2
5-3530	Miner, Contract	1	0.2
5-3712	Operator, Dryer	1	0.2
5-3798	Operator, Sewing Machine	1	0.2
5-3860	Operator, Hammer	1	0.2
5-3904	Operator, Lathe	3	0.7

Philadelphia County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
6-1704	Operator, Saw, Band	1	0.2
6-2006	Operator, Press, Drill	6	1.4
6-2232	Operator, Insulating Machine	1	0.2
6-2244	Operator, Jointer	1	0.2
6-2256	Operator, Sewing Machine	7	1.7
6-2294	Operator, Winding Machine	1	0.2
6-2379	Operator, Planer	1	0.2
6-2410	Operator, Press (Laundry)	1	0.2
6-2456	Operator, Press, Punch	3	0.7
6-2625	Operator, Sheet Metal Machine	1	0.2
6-2656	Operator, Saw, Stock	1	0.2
6-3490	Seamstress (Industrial)	3	0.7
6-4088	Wringer Man	1	0.2
7-0062	Assembler, Body Hardware	1	0.2
7-0612	Carpenter, Rough	1	0.2
7-0116	Assembler, Pick Up	1	0.2
7-0794	Chipper (Foundry)	1	0.2
7-1004	Coverer, Pipe	1	0.2
7-1134	Decorator (Furniture)	1	0.3
7-1528	Finisher, Concrete	4	1.0
7-1862	Grinder (Electroplating)	1	0.3
7-2162	Ironer, Hand	1	0.3
R7-2180	Ironman's Helper (Const)	1	0.3
7-2221	Knitter, Hand	1	0.3
7-2263	Lather, Metal	1	0.3
7-2994	Painter, Machinery	1	0.3
7-3006	Paper Hanger (Const)	1	0.3
7-3188	Presser, Clothes	1	0.3
7-3370	Rigger (Construction)	1	0.3
R7-3370	Rigger's Helper (Const)	1	0.3
7-3421	Rodman, Reinforcing Steel	1	0.3
7-3455	Roofer, Gravel	1	0.3
7-3747	Sheet Metal Worker (Const)	3	0.7
R7-3747	Sheet Metal Worker's Helper (Const)	2	0.5
7-3968	Sprayer, Color Coat	2	0.5
7-4104	Straightener, Hand	6	1.4
7-4314	Tool Crib Attendant	1	0.3
	TOTAL - Group VI - Production Workers	73	17.5

Philadelphia County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
8-0746	Laborer, Construction	1	0.2
8-0748	Laborer, Factory	1	0.2
8-6040	Burner Man, Fuel Oil	1	0.2
8-6840	Table Worker (Pen & Pencil)	1	0.2
8-7008	Washer, Automobile	2	0.5
	TOTAL - Group VII - Physical Labor Workers	6	1.3
	TOTAL	420	100.0

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
1-0178	Horticulturist	1	1.0
1-2002	Accountant, Audit	2	1.9
1-2158	Technician & Laboratory Asst.	2	2.0
TOTAL - Group I - Professional Workers		5	4.9
2-0000	Salesman	1	1.0
2-0160	Salesman, General Store	1	1.0
2-1284	Salesman, Life Insurance	1	1.0
TOTAL - Group II - Salespersons		3	3.0
3-1036	Bookkeeper - Gen. Ledger	3	2.9
3-1140	Clerk - Typist	2	2.0
3-1352	Stenographer, General	4	3.9
TOTAL - Group III - Clerical Workers		9	8.8
4-0034	Housekeeper, Home	4	3.9
4-0064	Maid, Cooking	3	2.9
4-1238	Waitress, Head	1	1.0
4-2006	Gardener, Landscape	1	1.0
TOTAL - Group IV - Service Workers		9	8.8
5-0208	Baker, Master	2	1.9
5-0380	Boilermaker	2	1.9
5-0443	Bricklayer, Building	3	2.9
5-0600	Cabinet Maker	1	1.0
5-0621	Carpenter, Finish	8	7.8
5-0625	Carpenter, Journeyman	2	1.9
5-0922	Core Maker (Foundry)	1	1.0
5-0974	Cutter, Block & Die	1	1.0
5-1416	Electrician, Maintenance	1	1.0
5-1502	Engineer, Stationary	1	1.0
5-1705	Farmer (Agriculture)	1	1.0
5-2380	Heeler (Boot & Shoe)	1	1.0
5-3100	Machinist, Bench	1	1.0
R5-3100	Machinist's Helper, Bench	1	1.0
5-3106	Machinist, Journeyman	8	7.8
5-3112	Machinist, Lathe	1	1.0
5-3164	Mason, Stone	5	4.9
5-3200	Mechanic, Airplane	1	1.0
5-3201	Mechanic, Automobile	6	5.9
5-3396	Molder, Hand	1	1.0
5-3970	Operator, Drill, Pneumatic	1	1.0

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
5-4000	Operator, Radio	1	1.0
5-5630	Repairer (Boot & Shoe)	1	1.0
5-5666	Repairman, Machine	1	1.0
5-5677	Repairman, Radio	2	1.9
5-6904	Upholsterer (Furniture)	1	1.0
5-7150	Welder, Acetylene	1	1.0
5-7152	Welder, Arc	1	1.0
5-7250	Woodworker, Airplane	1	1.0
	TOTAL - Group V - Craftsmen	58	56.9
6-0690	Doffer (Textile)	1	1.0
6-1169	Grinder, Tool (Stove)	1	1.0
6-1558	Molder, Machine (Foundry)	1	1.0
6-2253	Operator, Knitting Machine	1	1.0
6-2256	Operator, Sewing Machine	5	4.9
6-2277	Operator, Le Tourneau	6	5.8
7-0296	Blacksmith (Tool Dressing)	2	1.9
7-3328	Repairman (Mining)	1	1.0
	TOTAL - Group VI - Production Workers	18	17.6
	TOTAL	102	100.0

Somerset County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
1-2142	Surveyor	1	7.1
TOTAL - Group I - Professional Workers		1	7.1
3-1034	Bookkeeper	2	14.4
3-1194	Clerk, Office	1	7.2
3-1342	Secretary	1	7.2
3-1366	Timekeeper	1	7.2
TOTAL - Group III - Clerical Workers		5	36.0
4-0064	Maid (Cooking)	1	7.1
4-1002	Barber	1	7.1
4-1088	Cook, Restaurant	1	7.1
TOTAL - Group IV - Service Workers		3	21.3
5-3201	Mechanic, Automobile	1	7.1
5-3209	Mechanic, General	1	7.1
5-5650	Repairman, Armature	1	7.1
5-6504	Tailor	1	7.1
TOTAL - Group V - Craftsmen		4	28.4
7-0296	Blacksmith	1	7.2
TOTAL - Group VI - Production Workers		1	7.2
TOTAL		14	100.0

Susquehanna County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
1-2004	Accountant, Cost	2	5.0
	TOTAL - Group I - Professional Workers	2	5.0
2-0104	Salesman, Groceries	1	2.5
2-1284	Salesman, Life Insurance	1	2.5
2-1340	Salesman, Automobile	1	2.5
	TOTAL - Group II - Salespersons	3	7.5
3-0032	Calculating Machine Operator	1	2.5
3-1194	Clerk, General Office	3	7.5
3-1354	Stenographer, Legal	1	2.5
	TOTAL - Group III - Clerical Workers	5	12.5
4-0064	Maid, Cooking	1	2.5
4-1232	Waiter, Counter	1	2.5
4-1240	Waitress, Tray	1	2.5
4-2006	Gardner, Landscape	1	2.5
	TOTAL - Group IV - Service Workers	4	10.0
5-0000	Operator, Road Machinery	1	2.5
5-0302	Blacksmith	1	2.5
5-1032	Cutter, Stone	2	5.0
5-3201	Mechanic, Automobile	7	17.5
5-3684	Operator, Mill, Boring	1	2.5
5-3932	Operator, Nigger Head	1	2.5
5-5124	Painter, House	1	2.5
5-5148	Pattern Maker, Wood	1	2.5
5-5675	Repairman, Sewing Machine	1	2.5
	TOTAL - Group V - Craftsmen	16	40.0
6-1270	Installer, Refrigerator	1	2.5
6-1712	Operator, Batcher	1	2.5
6-2106	Operator, Finishing Machine	1	2.5
6-2256	Operator, Sewing Machine	2	5.0
6-2322	Operator, Mixer	1	2.5
6-2458	Operator, Roller, Road	1	2.5
7-3204	Pruner, Tree	3	7.5
	TOTAL - Group VI - Production Workers	10	25.0
	TOTAL	40	100.0

Venango County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
3-0074	Typist, General	1	20.0
3-1194	Clerk, General Office	1	20.0
TOTAL - Group III - Clerical Workers		2	40.0
5-3393	Molder, Finish	1	20.0
X5-3904	Operator's Apprentice, Lathe	1	20.0
5-6146	Shoemaker	1	20.0
TOTAL - Group V - Craftsmen		3	60.0
TOTAL		5	100.0

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
2-0104	Salesman, Groceries	1	2.6
2-0130	Salesman, Electrical Appliance	1	2.6
2-0160	Salesman, General Store	1	2.6
	TOTAL - Group II - Salespersons	3	7.8
4-0001	Maid	1	2.6
4-0008	Cook	2	5.1
4-1214	Seamstress, Hemstitcher	2	5.1
4-2006	Gardener, Landscape	3	7.7
	TOTAL - Group IV - Service Workers	8	20.5
5-0370	Body Worker, Metal	1	2.6
5-1820	Firer (Mining)	1	2.6
5-3100	Machinist, Bench	3	7.7
5-3112	Machinist, Lathe	2	5.1
5-3201	Mechanic, Automobile	4	10.2
5-3209	Mechanic, Diesel	2	5.1
	TOTAL - Group V - Craftsmen	13	33.3
7-0612	Carpenter's Helper, Rough	1	2.6
7-1110	Dairy Hand	13	33.3
7-1437	Farm Hand	1	2.5
	TOTAL - Group VI - Production Workers	15	38.4
	TOTAL	39	100.0

Westmoreland County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
1-0022	Artist, Painter	1	1.6
1-1131	Tree Surgeon	1	1.7
	TOTAL - Group I - Professional Workers	2	3.3
2-0020	Salesman, Automobile	1	1.7
	TOTAL - Group II - Salespersons	1	1.7
3-0074	Typist, General	2	3.3
3-1192	Clerk, File	1	1.6
3-1352	Stenographer, General	2	3.3
	TOTAL - Group III - Clerical Workers	5	8.2
4-0002	Butler	1	1.6
4-1050	Chef, Asst.	1	1.6
4-2006	Gardener, Landscape	3	4.9
4-2008	Janitor	1	1.7
	TOTAL - Group IV - Service Workers	6	9.8
R5-0443	Bricklayer's Helper, Bldg.	1	1.6
5-0621	Carpenter, Finish	2	3.3
5-0622	Carpenter, Form	1	1.6
5-0625	Carpenter, Journeyman	1	1.6
5-1416	Electrician, Maintenance	2	3.3
5-1705	Farmer (Agriculture)	5	8.2
5-3108	Machinist, Floor	1	1.6
5-3154	Mason, Stone	3	4.9
5-3201	Mechanic, Automobile	2	3.3
R5-3201	Mechanic's Helper,(Auto.)	1	1.6
5-3212	Mechanic, Machine	2	3.3
5-3221	Mechanic, Truck	1	1.6
R5-3310	Millwright's Helper (Gen.)	1	1.6
5-4091	Operator, Telegraph	1	1.6
5-5121	Painter, Decorator	1	1.6
5-5124	Painter, House	1	1.6
5-5126	Painter, Sign	1	1.6
5-5148	Pattern Maker, Wood	1	1.7
5-5318	Poultryman	1	1.7
5-5677	Repairman, Radio	1	1.7
5-7150	Welder, Acetylene	1	1.7
5-7152	Welder, Arc	1	1.7
	TOTAL - Group V - Craftsmen	32	52.4

Westmoreland County (Continued)

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency Number	Frequency Per Cent
6-0000	Operator, Prod. Machines	3	4.9
6-0110	Bookbinder	1	1.6
6-0374	Card Tender (Textile)	1	1.6
7-0612	Carpenter, Rough	4	6.6
7-1710	Forgeman, Rivet	1	1.6
7-2280	Layer, Linoleum	1	1.7
7-3747	Sheet Metal Worker	1	1.7
	TOTAL - Group VI - Production Workers	12	19.7
8-0000	Chipper	2	3.3
8-0748	Laborer, Factory	1	1.6
	TOTAL - Group - VII - Physical Labor Workers	3	4.9
	TOTAL	61	100.0

Wyoming County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
3-1194	Clerk, General Office	1	10.0
TOTAL - Group III - Clerical Workers		1	10.0
5-0600	Cabinet Maker	1	10.0
5-1705	Farmer (Agriculture)	4	40.0
5-3201	Mechanic, Automobile	1	10.0
5-5659	Repairman, Electrical	1	10.0
5-7152	Welder, Arc	1	10.0
TOTAL - Group V - Craftsmen		8	80.0
6-2919	Operator	1	10.0
TOTAL - Group VI - Production Workers		1	10.00
TOTAL		10	100.0

York County

TABLE III

DISTRIBUTION OF SPECIFIC OCCUPATIONS FOR WHICH PERSONS WERE RECOMMENDED FOR VOCATIONAL TRAINING AND RETRAINING

Code	Name	Frequency	
		Number	Per Cent
3-1352	Stenographer, General	1	14.3
TOTAL - Group III - Clerical Workers		1	14.3
5-1769	Finisher, Furniture	1	14.3
5-3108	Machinist, Floor	2	28.5
R5-3108	Machinist's Helper, Floor	1	14.3
5-3200	Mechanic, Airplane	1	14.3
5-3393	Molder, Finish (Foundry)	1	14.3
TOTAL - Group V - Craftsmen		6	85.7
TOTAL		7	100.0

SUPPLEMENTARY EXHIBITS

SUPPLEMENTARY EXHIBITS

EXHIBIT S-1

November, 1939

STATE-WIDE JOB MOBILIZATION COMMITTEE

PURPOSE

The plan is a non-partisan State-wide effort by business leaders with the cooperation of the State Government, labor and other organized groups to do whatever possible to:

1. Stimulate reemployment and create new jobs for idle men and women in Pennsylvania.

2. Organize complete State-wide local consideration of the relief problem by local citizens, cultivate local responsibility and local knowledge of the situation, encourage self-reliance and self-help, and search seriously and analytically for a practical and humane solution of unemployment.

These are the first and primary considerations but growing out of them and of vital interest to every tax conscious citizen are these objectives:

a. To reduce the State relief load while maintaining the principles of the Golden Rule.

b. To reduce or eliminate the possibility of additional tax increases on the people of Pennsylvania.

c. To bring nearer the period when tax reduction may be possible because such reduction will lead to industrial expansion, to more reemployment and to a generally healthier economic situation.

The condition of the State's finances together with the burden of taxation which business already is carrying gives rise to the prospect that a real emergency is probable unless some constructive results can be obtained from this program. Neither government, business nor the general public desires any additional taxation. The possibility that many people may suffer in the future because of a depleted State treasury, or a decline in the rate of business activity, is one for serious consideration now. At the same time, there should be no raising of false hopes. This campaign is not a panacea for unemployment. There is no certainty that tangible progress toward the solution of our problem can be made under present conditions by this joint effort of business and government, but every possible effort to stimulate an increase in employment will be made sincerely and without partisanship or prejudice. This plan is simply an honestly conceived and hopeful program for all of those interested in the economic future of Pennsylvania. It is believed it will have some real results. There are about 1,000,000 unemployed people in Pennsylvania today, and while probably but a portion of these may be restored to jobs, nevertheless, the effect of substantial reemployment will be extremely beneficial.

METHOD

The principal effort will be made, through various agencies, to "create" job opportunities and to urge employers and the general public to choose increased employment rather than increased taxation, and to further a psychology of greater self-reliance, by those on relief rolls as an incentive to individual independence.

FINANCES

The Chairman, members of various committees, and other business, civic, and labor leaders will serve without recompense. Those whose full-time may be required for the brief period of this effort, such as the Executive Director, Publicity Director, clerical force, and field men, however, will be compensated out of State funds the same as in other efforts to reduce the cost of relief in Pennsylvania. Such expenditures will be under the control of the proper State authorities. In addition some small fund will be raised by subscription for use in special matters which may be approved by the Chairman.

DURATION OF JOB MOBILIZATION CAMPAIGN

In view of the objectives, it is necessary that the Job Mobilization Campaign start officially on November 15, 1939, and continue until January 30, 1940, or longer at the discretion of the Governor.

ORGANIZATION

Chairman

Appointed by, and responsible to, the Governor, the Chairman shall be in general charge of the program. The appointment, or removal, of all committee members, or employees, shall be subject to the Chairman's final approval. The chairman shall determine policy and procedure from time to time. He will request the Governor to appoint as many Vice Chairmen as may be necessary. These men will act as advisors and aides to the Chairman, will assist in the work and contact employers, civic and labor groups with a view to stimulating reemployment. These Vice-Chairmen, to serve, the same as the Chairman, without pay.

Executive Director

The Executive Director shall be appointed by, and be responsible to, the Chairman. He shall be the general directing head of the program, in addition to having control over expenditures, office routine, field men, and such other duties as specified. He will direct the activities towards securing facts regarding relief, costs, reemployment opportunities, and shall coordinate the efforts of this campaign towards reemployment with the State Employment Service of the Department of Labor. In this connection, and as a guage to potential employment, it is considered valuable to initiate an immediate survey through trade associations as to the prospects for the next three months of probably reemployment in business and industry with the State.

Publicity Director

The Publicity Director shall be responsible to the Chairman, but shall work in cooperation with the Executive Director and the various committees of the Job Mobilization Campaign, specifically to see that the public is truthfully informed of the facts and progress of this program.

State Job Mobilization Advisory Council

The State Advisory Council shall consist of persons selected by the Governor and the Chairman on the basis of at least one representative for each county. The designated county representative shall be the Chairman of the County Organizing Board. Additional members of the Advisory Council may be appointed by the Governor. The members of the State Advisory Board shall attend a conference on the Job Mobilization program at the Capitol, on the call of the

Governor or the Chairman. The members of this State Advisory Board will be expected to assist the Chairman and Executive Director as requested from time to time, and in general to advise the Chairman and the Executive Director as to the conduct of the campaign. They, likewise, will be expected to assist the local committees appointed in the various communities throughout the State. The Secretaries of Commerce, Labor and Industry, and of the Board of Public Assistance will be ex-officio members of this board.

County Organizing Boards of the Job Mobilization Campaign

The members of the County Organizing Boards shall be appointed by the Governor and shall consist of not less than 5 members, but may be larger if desired. The chairman shall be a member of the State Job Mobilization Advisory Council. The County Organizing Boards shall be selected from representatives of citizen organizations such as Trade Associations, Chambers of Commerce, Veterans' Organizations, Labor Organizations, Women's Organizations, Service Clubs, etc. The majority of each County Board must consist of business men. Each County Organizing Board shall, as speedily as possible, select as many Local Committees in the various sections of the county as seems practical, and advise the Executive Director of such appointments. Members of the County Organizing Boards may be called upon for assistance from time to time by the Local Committees or, the Chairman or Executive Director. The County Organizing Board, through its Chairman, shall report directly to the Chairman of the Campaign Committee and the Executive Director. Additional appointments to the County Board may be made from time to time by recommendation of the County Chairman or at the suggestion of the Chairman of the Job Mobilization campaign. Where funds for operation are found necessary by the County Organizing Board, voluntary contributions, from business or individuals, up to a total of $500 may be solicited, but any sum above this figure should have specific approval of the Chairman.

Local Committees of the Job Mobilization Campaign

The selection of members of the Local Committees by the County Organizing Boards shall be on such a basis as to represent an area small enough for the members to cover with their local knowledge. Since information on relief and unemployment is on a borough, township and ward basis this well might be the basis for local committee activity. The Local Committee shall consist of 5 or more members, selected from business, labor, and civic groups, with care given to appointing persons who will devote the necessary time and energy to the success of this effort. Each Local Committee shall select its own Chairman. As soon as the County Organizing Board notifies the Executive Director of Local Committee appointments he will issue certificates of appointment and provide the necessary information as to suggested procedure. The Local Committees will operate directly under the Executive Director and such Field Men as he may designate. The principal accomplishments under this program are expected in the efforts of the Local Committees due to the knowledge of the members of these committees of local affairs and conditions, and their facilty for determining the potentialities of reemployment. The purpose of creating Local Committees is to attack the problems of unemployment and relief upon intimate ground. It is intended, therefore, that these groups shall, as far as practical and in cooperation with existing agencies, explore opportunities and ideas for reemployment and give attention to every practical means of reducing relief costs in the respective areas. Local Committees are urged to advise the Executive Director of plans which proved successful in their area, so that the ideas may be adopted statewide as far as practical. It is suggested that the Local Committees and the County Organizing Board consult frequently with the County Assistance Boards, Chambers of Commerce, various trade associations, and the State Employment Service on ways and means of furthering this effort. Cooperation of Local

Committees in the same districts is urged. Local Committees may be authorized by their County Chairman to raise locally, by subscription funds, up to but not over $200.

State Assn. Job Mobilization Committee

Each State Association expressing desire to cooperate shall appoint one person to be their representative and contact man with this movement. The Chairman shall appoint an appropriate Executive Committee from these representatives.

Report Committee on Job Mobilization

A committee selected and appointed by the Chairman which shall correlate the results of the program as it progresses, make recommendations on procedure, and finally summarize the work. This committee shall make reports on the constructive developments of the program to the Chairman and to such government agencies as the Governor shall desire.

Field Men

This group shall consist of men or women working under the direction of the Executive Director. The function of the Field Men shall be to work with the Local Committees in their areas, make speeches before various groups, cooperate on local publicity as requested by the Publicity Director, and generally to "captain" the activity and coordinate the local efforts in their jurisdiction. The Field Men will necessarily need to contact and keep in constant touch with all of the Local Committees within their particular areas and especially to assist the Local Committees in functioning as effectively and speedily as possible.

PENNSYLVANIA JOB MOBILIZATION COMMITTEE

FIELD ORGANIZATION

Brief Instructions for County Committees

County Organizing Boards have been appointed by the Governor for each county. Their first function is that of appointing Local Committees of five or more members in those civil divisions in which the problem of unemployment is most acute. There is no limit to the number of these committees that may be appointed. In a small county having very little unemployment, Local Committees in two or three civil divisions or groups of civil divisions may be sufficient. On the other hand, it may be desirable to have several of these committees functioning in a borough or township in which there is wide-spread unemployment. In almost all cities it will be necessary to have many committees, each one representing some geographical unit such as a ward, precinct or group of precincts, census tract, etc. The offices of the County Boards of Assistance and the State Employment Service are in position to furnish information indicative of the areas in which unemployment is most acute. A Chairman of the Local Committee shall be designated in each instance by the Chairman of the County Organizing Board who shall forward to the Executive Director of the State Job Mobilization Committee the names and addresses of the Local Committee members and designated Chairman. A copy of this list shall likewise be forwarded to the field representative.

It shall be the function of the County Organizing Board to furnish ideas for methods of creating employment, and such other information as may be requested by the Local Committees. County wide publicity material will be furnished by the Publicity Department of the Job Mobilization Committee to the County Organizing Board for publication in county papers. As the campaign progresses and Local Committees are found to be inactive through reports received constantly from field representatives and report forms used by Local Committees, the State Headquarters of the Job Mobilization Committee may recommend the removal of those Local Committees which are inactive and the appointment of new committees.

The results being obtained by the Local Committees will be forwarded to the County Organizing Board Chairman from time to time in order that the Board may stimulate and assist the Local Committees to greater effort. It should be understood that the Local Committees are to be free to function unhampered by the County Organizing Boards. Advice may be freely offered for such uses as the Local Committees may choose to make of it. All reports of the Local Committees will be made directly to the Executive Director of the Job Mobilization Committee in Harrisburg.

The field representative will advise the Chairman of the County Organizing Board of the address of the office of himself or his designated assistant at which he may be contacted, and through which the County Organizing Board may receive assistance and advice from the State Employment Service.

Functions of the Local Committees

The Chairman of the Local Committee shall call a meeting of his Committee as soon as they have been designated to him by the Chairman of the County Organizing Board. It is recommended that wherever possible contact be made with the field representative or his designated assistant.

It shall be the purpose of the Local Committees to acquaint themselves with reemployment opportunities in the area through:

1. Personal contacts with employers who act for themselves as individuals and with executives of firms in an effort to stimulate additional employment.

2. A study of job possibilities by enlisting the cooperation of employers in advancing construction schedules for plant expansion, and plant maintenance and repair work.

3. Urging citizens in their immediate communities to back a renovizing campaign.

4. A study of ways and means of reducing the relief expenditures in a particular area.

5. Stimulating constructive publicity.

In connection with the effort to create jobs many possibilities may suggest themselves. This may be in the nature of pointing out to employers that it is more to their advantage to employ persons on payrolls than to maintain the same persons in idleness on relief rolls. It is known from experience that once new taxes have been adopted it is almost impossible to eliminate them. Through intimate knowledge of community affairs it may be possible to show employers where additional men may be put to work in maintenance or other jobs. Likewise it may be possible to find opportunities for present unemployed persons to apply their special training or adaptability to creative effort in wood working or other similar lines in which there may be a suitable local market. Considerable success may be possible from home renovizing efforts which the Local Committee can urge properly upon residents. This may be broader than home renovizing and might include churches, libraries and other semi-public buildings.

The Department of Public Assistance has pledged complete cooperation and the office of each County Board of Assistance is in a position to furnish committees requesting it:

1. An occupational inventory by civil divisions of all cases in which there is one or more employable worker. This information will be of immediate use in the selection of those areas in which unemployment is most acute and in which it is most important that Local Committees be

appointed. In addition it provides a picture of the occupations in which workers now receiving general assistance are immediately available for employment. Revised inventories will be prepared currently.

2. A list of all employable persons by occupation and civil divisions who are now receiving general assistance. This information will be furnished on request to any Local Committee. Arrangements will be made to revise the list periodically.

A Placement Report has been prepared and will be furnished to Chairmen of Local Committees for distribution. Part I of the report is to be used when contacting employers. Some employers and firms may desire to hire their workers directly from list of applicants; some may seek the help of the State Employment Service and other local placement agencies, while others may desire to offer employment to those working on WPA or receiving general assistance. The WPA has agreed that whenever they receive a request for employees having a certain occupation they will offer to the employer several workers who appear best qualified. Likewise the Department of the Public Assistance has pledged complete cooperation in placing unemployed who are receiving general assistance. The Local Committee will send in reports weekly to the Executive Director of the Job Mobilization Committee, State Capitol, Harrisburg, advising him of their activities and the results of the campaign in their local areas. This weekly report is to be sent in addition to the copies of the Placement Report already referred to. The Executive Director will report to the Local Committees from time to time the results of their efforts as indicated by the reports that are collected.

Use of Placement Report by Local Committees

Placement Report, Parts I, II and III is self-explanatory, directions for the use of each part being printed on the form. Copies will be sent to field representatives and Local Committees.

Part I is used to inform the State Office of the activity of Local Committees and the extent, source and type of employment being stimulated. It is prepared in duplicate. The carbon copy is retained by the Local Committee, the original being sent to the State Job Mobilization Committee, Harrisburg.

Part II is used as a form for requisitioning workers when placement service is desired. It is sent to the Placement Agency the employer designates.

Part III is for the use of the person or agency that actually makes the job placements. It provides a report to the county office of the Department of Public Assistance and the State Job Mobilization Committee.

Functions of Field Representatives

It shall be the function of the field representative and/or his designated assistant to contact the County Organizing Board Chairman, and after appointment by the Organizing Board, the Chairmen of the Local Committees in the areas which he is to cover. The field representative shall have available or should be in position to make available information previously mentioned. Additional functions are -

1. To act in an advisory capacity to County Organizing Boards and Local Committees, assisting them in the determination of Job and business opportunities.

2. To enthuse, stimulate and urge greater activity on the part of Local Committees and at all times strive to prime the pump of activity.

3. To act as liason between the State Office and the County Organizing Boards and Local Committees, and between Local Committees and the State Employment Service, County Board of Assistance Office and other agencies.

4. To assist the County Organizing Boards in the selection of those areas in which Local Committees should be established by acquainting the Boards with the unemployment situation within the County and within political subdivisions.

5. Be familiar with the problems of relief and unemployment and interpret to the Local Committees the use of employment information available in the office of the State Employment Service, County Board of Assistance and WPA District Headquarters.

6. To discuss with Local Committees feasible opportunities for additional employment and to report to the Executive Director those that appear most promising.

7. To explain the policies and procedure of the Job Mobilization Committee.

8. To explain the use and value of Placement Reports, Parts I, II and III, and to stress with the Local Committees, Employers and Employment Agencies the importance of prompt reporting.

9. To inform the Local Committees of the address of the field representative's office.

10. To report weekly to the Executive Director the activities and progress of committees.

EXHIBIT S-3

January 1940

PENNSYLVANIA JOB MOBILIZATION COMMITTEE

FIELD ORGANIZATION

WOMEN'S ACTIVITIES

PROCEDURE BULLETIN #5

SUPPLEMENT TO "BRIEF INSTRUCTIONS FOR COUNTY COMMITTEES"

STATE COMMITTEES OF WOMEN'S ACTIVITIES

Presiding Officers of various state-wide organizations have been chosen to act as Chairman and Vice-Chairman of a State Committee on Women's Activities. Their functions include the nomination of County Committees of Women's Activities and to serve in an advisory capacity to the Chairman and Executive Director of the Job Mobilization Program. They will also be assigned and act in a supervisory capacity in a designated area.

COUNTY COMMITTEES OF WOMEN'S ACTIVITIES

The Chairmen and Members of the County Committees have been appointed by the State Chairman of Women's Activities and the Executive Director. Each committee functions in accordance with the procedure established in the mimeographed copy of "Brief Instructions for County Committees" to which this is a supplement. The County Committees choose and appoint women to serve as chairmen and members of Local Committees. The Chairmen of the various committees will, however, coordinate the activities of their committees.

As appointments of chairmen and members of local committees are made, their names and addresses should be forwarded to the State Headquarters of the program for official confirmation and material with which to work. Lists of appointees and all correspondence should be carefully marked with the name of the territory in which the local committee functions. Supplemental lists properly marked should be submitted for later appointments.

Recommendations of additional members to the County Committees may be forwarded to the Executive Director in Harrisburg for approval and appointment. County Committees should be limited to fifteen members except where special permission is secured for an increased membership.

The County Committee is the "spark plug" of the Program. They should be continuously urging the Local Committees to greater action. It is suggested that regular bi-weekly meetings of the County Committee be scheduled in order to further the purposes of the Program. Many counties have planned rallies of all Local Committees within the County. The State Office is prepared to send Speakers to such rallies if requested to do so well in advance of the date of the meeting. It is requested that Chairmen of Local Committees, the Field Representative, or a Representative from the State Employment Service, and the Executive Director of the County Public Assistance Office be invited to attend regular County Committee meetings..

The County Committee assists local committees by serving them in an advisory capacity; by suggesting fields of endeavor to create more employment; by handling special problems; by ironing out difficulties between Local Committees and employers (certain county committee members may be assigned to see the particular employer); by providing local publicity which will assist and stimulate the local workers; hold rallies at stated intervals and invite all committees and other community leaders.

County Chairmen frequently assign members of County Committees to supervise Local Committee activities in a designated area of the County.

The Field Representative is in a position to make office space available to County Committees. This must be arranged through the Local State Employment Office Manager who will also arrange for stenographic service from the National Youth Administration. In all cases, Committees must furnish their own stationery and stamps.

ADVISORY COMMITTEE

A County Committee may enlist the services of outstanding women in the community to assist in organization or other program activities. The appointment of such members will be as an Advisory Committee whose appointments will not be confirmed by the State Committee.

AVAILABLE INFORMATION TO COUNTY AND LOCAL COMMITTEES

The Department of Public Assistance has pledged complete cooperation and are in a position to and will furnish on request an occupational inventory by civil divisions of all cases in which there is one or more employable workers, and a list of employables receiving assistance broken down by civil divisions.

The State Employment Service will furnish complete lists of employers by civil divisions.

The above inventory or lists should be secured through the efforts of your local Field Representative.

LOCAL COMMITTEES OF WOMEN'S ACTIVITIES

The names of Local Committee Chairmen and Members for Women's Activities will be submitted by County Chairmen for official confirmation only after acceptance of the appointment by the appointee. Certificates of appointment will be mailed at a later date. Local Committees should hold weekly meetings at which time current information can be released and discussed, relief problems studied and activities planned. The development of job opportunities in accordance with community needs is a definite responsibility of the Local Committee.

Although the work of the Local Committee of Women follows the same general lines as that of the Men (as outlined in "Brief Instructions for County Committees"), it is suggested that concentrated effort be made upon fields for employment relating to women. A few suggestions follow:

DOMESTIC EMPLOYMENT

Door-to-door interviews with housewives, where practical,

in communities in which there may be opportunities for domestic employment.

Stimulate interest and enthusiasm in the program by enlisting the aid of church, civic and fraternal organizations, bridge clubs, Parent-Teachers' Associations, etc.

RENOVIZE

Interest home owners, banks and owners of business properties to immediately repair, paint, repaper, etc., those portions of their properties that have been neglected due to "Depression Years". Such improvement will not only help to provide employment for the unemployed in your community but will reflect back to the manufacturers of the materials used in the process. Through the F. H. A. Modernization Credit Plan loans to improve private property are available through your local banks. Loans for cost of improvements may be financed and amortized over a three-year period that will enable a home owner to do some of the necessary items about which he has been concerned. See your local banker for details. Job Mobilization Folders on renovizing are available through your Field Representative.

Instructions will shortly be issued for planning and executing A Renovizing Campaign.

GENERAL EMPLOYMENT

Promote the hiring of additional women in commercial, technical and merchandising fields.

As plans are developed which prove successful in your community, the forwarding of such to the State Office will be appreciated. When these plans are received, they will be reprinted and released as news items or for distribution to Local Committees.

SUGGESTIONS FOR CONDUCTING CAMPAIGN

1. Determine available unemployed. Committee members are urged to acquaint themselves with the advisability of skilled and unskilled labor in their communities to fill the jobs they may secure during the campaign. This information can be secured from the local offices of the State Employment Service, who maintain up-to-date files of applicants for virtually every occupation found in the area.

2. Arrange appointment. In visiting employers, a telephone call arranging for a specific appointment will frequently save time.

3. Make a personal call on the employer. Telephone calls and letters are much less effective. A personal appeal is particularly important in a campaign of this type in which sound logical reasoning is an important factor in illustrating where jobs may be found through needed improvements.

4. Emphasize that this is not just a "Give A Job" Campaign. that no employer should hire anyone unless he is needed to perform useful work. Agree with the employer that "made" jobs are economically unsound and are no permanent solution to the problem of unemployment.

Explain that although the intent of this program is not solely that of providing employment for those persons on relief, nevertheless every effort should be made to seek jobs for those available people on the assistance rolls. Scientific studies prove that there is a definite and proportionate relationship between the number of workers given employment and the reduction in the relief rolls.

An effective approach to employers, especially commercial establishments in the community, is the emphasis upon civic pride.

EXHIBIT S-4

RENOVIZE MEANS MODERNIZE!

PENNSYLVANIA'S

RENOVIZE CAMPAIGN

MANUAL

RENOVIZE! MEANS

- MORE LOCAL BUSINESS
- MORE LOCAL JOBS
- MORE LOCAL SALES
- MORE LOCAL PAYROLLS

WHICH ADDS UP TO

PROSPERITY FOR PENNSYLVANIA

WITH
REDUCED RELIEF LOAD
AND
FEWER TAXES

PROCEDURE BULLETIN NO. 6 JANUARY 31 1940

PENNSYLVANIA JOB MOBILIZATION COMMITTEE

ROOM 100 . . CAPITOL . . HARRISBURG

WALTER D. FULLER — CHAIRMAN
WILLIAM A. HEMPHILL — EXECUTIVE DIRECTOR

CONTENTS

Manual and Guide for Organizing
the County and Local Renovize Campaign

	Page
Purposes	1
Organization	2
The First Step	3
Set Date for Opening	3
Consider Local Conditions	3
Procedure	4
The Educational Campaign	4
Newspaper Advertising	4
Window Displays	5
Speakers	6
Radio Broadcasts	6
Personal Contacts	6
Renovize Placards	6
Pamphlet	7
Motion Picture	7
The Sales Campaign	7
House-cleaning Postponements	7
Placement of Household Workers	8
Relief Work Projects	8
Bargain Sales add Incentive	8
The "Honor Roll"	8
Campaign Progress Reports	8
Suggested Canvassing Form	9
Financing	11

APPENDIX

I.--Suggested list of Dealers, Stores, Manufacturers, and Businesses whose representatives may be asked to cooperate in a local Renovize Campaign. Page 12

II.--Suggested List of Renovizing Installations and Improvements for use in Local Renovize Campaign. Page 13

III.--Suggestions for Local Newspaper Articles to be Coordinated with State News Releases from Headquarters Publicity Office. Page 16

IV.--Suggested Proclamation for Mayor or Burgess to open Local Renovize Campaign. Page 17

V.--Procedure Bulletin No. 4, "Miracles of Modernization" Film. Page 18

January 31, 1940

PROCEDURE BULLETIN NO. 6

RENOVIZE CAMPAIGN MANUAL

PURPOSES

Perhaps the greatest opportunity for stimulating local employment with minimum delay lies in an aggressively promoted Renovize Campaign.

"Renovize" is a coined word to cover the entire field of repairing, remodeling, refurnishing and rehabilitating of homes, factories, stores, apartments, hotels and farm buildings. There is scarcely a structure in Pennsylvania which would not be benefited by immediate work of this kind. RENOVIZE means MODERNIZE!

While this campaign is far-flung and has the broad general purpose of permanently improving the economic life of Pennsylvania, the problem is essentially one that must be broken down to an individual or community basis. It is one that must be attacked on that basis and solved on that basis.

There is a matter of community pride to be considered in neatly landscaped, freshly painted homes, in rows of modernized, inviting store fronts, in done-over office buildings, apartment houses and hotels; in the absence of cluttered industrial waste and exposed storage junk; in clean streets, public buildings and parks. There are thousands of property owners who have put off all manner of renovizing tasks, saying to themselves "Some day we'll do it." That day has arrived for every city, town, village and farm in Pennsylvania. Through the incentive supplied by the state-wide Renovize Campaign all these things, and many more that property owners had not even considered, can be done!

The results that can be accomplished through a Renovize Campaign were clearly demonstrated in Philadelphia a few years ago when a movement of this nature produced $23,500,000 worth of business--$15 per capita at a promotional cost of only 2½¢ per capita.

An immediate Renovize Campaign in each county of the State is highly recommended because:

1. Renovizing work will create immediate employment locally.

2. Most Renovizing work will involve the immediate purchase of materials that produce business for local retailers, for the wholesalers supplying them, and for the manufacturer. These sales will stimulate employment all along the line.

3. A Renovize campaign will create employment on a sound basis because it will produce more business, and more business means more jobs and less taxes.

4. The work done as the result of a Renovize campaign will have lasting effect, enhancing the value of the property that is renovized and contributing to the permanent improvement of the community.

5. The financing of work of this nature is made easier today than ever before. Many property owners will have accumulated reserve capital set aside for the purpose. For others there are available Federal Housing Administration insured Modernization Credit Loans, with credit arranged and financed through local banks. Title I loans apply to the altering, repairing, and remodeling of existing structures only, and for installation of certain equipment in existing homes, apartment houses, hotels and commercial properties. The financing charge cannot be more than $5 discount per $100 on a one-year, monthly-payment note, and the repayment time may be up to three years. These loans also may be used to repair buildings damaged (not destroyed) by deterioration, flood, fire, or other casualty; and to construct an attached garage or other attached building.

6. Each County and Local Committee should contact the local banks and ascertain whether they are approved under the FHA Title I for Modernization Credit Loans.

7. In many cases a capital investment in improvements made immediately will pay for itself in a relatively short period of time through savings or increased efficiency.

8. The basic machinery for promoting a Renovize Campaign is available in the Job Mobilization Committees which are now at work. Many women's committees, in particular, have accepted the promotion of renovizing work as a major responsibility.

9. The time for action is NOW, because this is the normal slack season for this type of work, and more satisfactory results may be obtained through work done now. Delay until the busy season in spring and summer may involve increased costs.

ORGANIZATION

In order to obtain maximum results, a closely-knit working program must be organized to conduct these important activities:

A. A ceaseless, wide-spread, penetrating educational campaign to "sell" every home, factory, store, hotel, apartment house, office building, commercial garage, tourist camp, or farm owner on the Renovize program. This calls for a carefully planned coordination of local advertising, general publicity and promotional effort.

B. A follow-up of the educational activity by direct solicitation for the orders.

Setting up and operating such a program requires contacting and enlisting the support of two important groups:

A. The business firms or organizations which will profit directly through orders from the campaign. A suggested list of the businesses to be contacted is attached. (Appendix I.)

B. Civic groups which do not stand to profit directly from the campaign, but contribute their support from a sense of civic duty, such as service clubs, veterans' organizations, women's clubs, etc.

THE FIRST STEP

In the attainment of these objectives it is suggested that the County and Local Job Mobilization Committee Chairmen meet as soon as possible and plan that type of RENOVIZE CAMPAIGN that will best suit local conditions. To this meeting there should be invited representatives of the groups mentioned above, and every effort made to obtain their cooperation through active work on the various sub-committees that will need to be set up. Your campaign program then can be developed in the light of local conditions to provide for cooperative activities between these interested parties and the committees already established in the Job Mobilization Campaign. A possible break-down for sub-committees is indicated in the material that follows, under the sub-heading "Procedure."

SET DATE FOR OPENING LOCAL CAMPAIGN

Because unusual opportunities for an immediate local business upswing are presented in the renovize type of work in a community, and because greater results are possible through concentration on this phase of the Job Mobilization Program, it is suggested that state-wide observance start immediately. The State Renovize Campaign opens Monday, February 5, and County and Local Campaigns should all be under way within a week or ten days of that date. A good way to open the local campaign is to have the Mayor or Burgess issue a suitable Proclamation. (For sample Proclamation see Appendix IV.)

As soon as County and Local Renovize Campaign dates are set and Chairmen or Sub-Chairmen and Committees are appointed to take charge of the Renovize Campaign activities, please notify

William A. Hemphill, Executive Director
Job Mobilization Committee
Room 100, Capitol
Harrisburg, Penna.

(If the present County or Local Committee Job Mobilization Chairmen or Sub-Chairmen are to have charge of the Renovize Campaign activities, please so notify the Headquarters Office through Mr. Hemphill.)

CONSIDER LOCAL CONDITIONS

No time is to be lost in making plans for the launching of your local campaign. It is necessary that County Chairmen agree upon a date for a Renovize Campaign organization meeting as early as possible during the week of February 5. If a Renovize Sub-Committee already has been appointed and is now active, that group should meet early and consider its activities with respect to the suggestions on procedure contained in this manual. Prior to the meeting a tentative program of procedure for committees and sub-committees should be drafted by the County Chairmen, and assignment of duties and sub-committee chairmen should be completed at the same meeting. Many of the duties may be performed by single individuals within a given community, such as contacts for newspaper advertising, window displays, distribution of placards, folders, etc. Local conditions and the efficiency of existing sub-committees will determine the nature of the organization to be set up to handle the local Renovize Campaign.

In casting about for individuals who may be called upon for assistance in a local Renovize Campaign, we are glad to remind that state officers of the American Legion have indicated that members of local Posts always are willing to cooperate in the advancement of community projects such as this, and officers of the Pennsylvania Real Estate Association have pledged the support of that organization. Many local groups are calling upon Boy Scout Troops for assistance in placement of placards and signs, and in checking their distribution.

Early decision by local leaders is advisable with respect to the plan to be adopted for the "sales" feature of the Campaign. In many sections the door-to-door canvassing approach should obtain best results, in others the group contact with various civic and business clubs and other gatherings will prove the most desirable.

PROCEDURE

I. The Educational Campaign

It will be necessary for the County Committee, or any special Renovize Committee that may be set up to steer the county or local effort, to provide for the coordination of all the educational "Instruments" which are available to them, both state-wide and local. All efforts should be carefully scheduled and planned to provide for a continuity of impact and complete coverage.

To assist with such coordination the following summary of the material available, together with suggestions for its use and application, will be found helpful to County and Local leaders. (For local publicity suggestions see Appendix III):

Newspaper Advertising

Your local newspaper publishers already have been advised by State Headquarters Office (letter dated January 16) that in response to requests by a number of newspapers and individual publishers, a series of six full-page and half-page newspaper advertisements have been made up in mat form and any one or all six will be supplied free in either size to newspapers requesting them.

Mats are being sent only to those newspapers that make specific requests through Job Mobilization Headquarters, Room 100, Capitol, Harrisburg. This mat service has been approved by the Pennsylvania Newspaper Publishers' Association. Local newspapers are donating the space for these advertisements, and in some instances local contributions provide for the space. The half-page advertisements may be used to advantage in connection with the tie-in advertising plan described in "b" below.

Since two of the six newspaper ads on Job Mobilization refer entirely to the Renovize Campaign, an Advertising Contact Chairman should be appointed to carry out the following essential services:

a. Contact the Advertising Manager, Business Manager, or Editor of each newspaper in the county or community in an effort to "sell" the free mat service that already has been outlined to his publisher.

b. Suggest to the Advertising Manager of the newspaper that his advertising solicitors start immediately on a sales campaign designed to fill a page or more with tie-in advertisements in which Renovize Campaign cooperation is announced in individual promotional display or card spaces purchased by contractors, architects, builders' supply

firms, plumbers, hardware and electrical supply houses, painters and decorators, utilities, nurseries, gas and electric appliance companies, etc. Usually the Advertising Manager will need no more information than your handing him the idea. The page can run daily for several days or be repeated a couple of times a week for the duration of the local campaign. The half-page free mat advertisements supplied to newspapers through the Harrisburg Headquarters Office may be used in connection with this tie-in advertising feature.

NOTE: The two Renovize Campaign ads that are available are entitled "Renovize your home, factory, farm, store," and "One word will put Pennsylvania's idle men to work -- it's Renovize." If both are used, they should appear in that sequence; if one is used the second title may be found more effective.

c. Suggest to the local newspaper Advertising Managers that they follow the excellent lead of a number of other newspapers that are opening their classified ad pages to personal "situations wanted" ads to the unemployed men and women in their city, free of charge. For example, one paper is providing such space free until April 1, or until the ad lands a job for the unemployed individual.

Window Displays

Assign a sub-committee to approach department stores, public utilities, various dealers and supply houses in an effort to have them decorate a suitable window in keeping with the Renovize Campaign objectives. With the use of posters, placards and appropriate decorations the wares of that particular store can be shown in an effective manner, providing inspiration to home owners. The slogan "Repair, Remodel, Repaint -- the Modern 3-R's for Property Owners" is suggested for use in window decorations.

Following is a word picture of a suggested window display that can be arranged by the window decorating division of a Department Store, including the display of various materials carried in stock by the store:

Back center: enlargement of the red, white, and blue cover of the campaign folder "RENOVIZE - The new word for MORE JOBS"; drape National and State Flags to either side. Front center: miniature dwelling (scale model) with doll or cut-out figures of painters, roofers, carpenters, cement workers, etc., at renovizing work; if model is not available a suitable painting can be prepared, or a "before" and "after" combination may be shown at opposite sides of the window. Foreground and sides may be used to display paints, floor coverings, drapes, mirrors, electrical equipment, tools, etc., that are sold by the store; announcement of special "bargain prices" may be included, and suitable easel or other signs may quote significant statements from Campaign literature or otherwise show the tie-in with Job Mobilization and its Renovize Campaign.

"Renovize means Modernize -- and More Jobs!"

Speakers

Arrangements should be made whereby special talks on Renovizing, and what it will mean to the community, may be coordinated with general speaking engagements on behalf of the Job Mobilization Program. They should be presented to women's groups, service clubs, civic organizations, church groups, parent-teacher associations, etc.

Radio Broadcasts

Arrange to coordinate local progress reports with the radio messages being sent to all radio broadcasting stations from the State Headquarters of the Job Mobilization Campaign. For example, dramatization of local color stories telling how "John Jones last week added a sun-porch to his home on Hillside Avenue" should go over well.

Personal Contacts

a. By field representatives, county and local committeemen with home-owners, real estate men, bankers, etc., to enlist their support.

b. With lumber dealers, equipment men, contractors, plumbers, merchants, etc., by field representatives and county and local committeemen to obtain their cooperation. (Consider the possibility that attractive prices might be arranged during the normally slack winter season to make renovizing more appealing to householders, store owners, realtors, trust companies, large estates, apartment and hotel owners, etc.)

c. With FHA representatives who already have pledged their active support and cooperation. Banks and other authorized financing agencies also have pledged their willing cooperation.

d. With real estate, contractor, builder, building and loan associations, by field representatives, men's clubs, women's clubs, parent-teacher and similar groups, county and local committees, to have them urge their members to cooperate.

Renovize Placards - Dash Cards, Car Cards, Window Cards, Gummed Signs

Supplies of these new cards and signs have been sent to each County Chairman (men and women). They are made up especially for promotion of the Renovize Campaign, and are not to be confused with the general Job Mobilization materials sent out earlier. They may be used on trucks, street cars, buses, store windows, etc. It is suggested that a suitable card or sign be placed on each property that is being "renovized" as an added publicity feature, in much the same manner that WPA signs are placed on WPA projects. A reserve supply should be held for such placement as new repair, rebuilding, repainting and other projects are started by property owners, to indicate their cooperation in your Renovize Campaign. Additional supplies of each card and sign are available in limited quantities at the Harrisburg Headquarters Office.

Pamphlet - "RENOVIZE - The new word for MORE JOBS!"

This little folder has been sent in quantities to each County Chairman. It features "The Modern 3-R's for Property Owners -- Repaint, Reroof, Remodel," and can be used effectively in promoting your local campaigns. The folder emphasizes the fact that FHA insured loans are available, and provides a check list of 51 suggested home improvements and build-in commercial and miscellaneous equipment that are eligible for financing under the Federal Housing Administration. (See also check list attached, including non-FHA projects. Appendix II.)

These folders may be placed for free distribution in banks, offices of local light and gas companies newspapers, or department stores, distributed at civic organization meetings such as Lion's, Kiwanis, Rotary lunches, conventions, etc. The information contained in this folder will prove of great value to Renovize sales representatives in their interview and survey work.

The Motion Picture "Miracles of Modernization" (color film 16 mm., sound. Running time: 15 minutes).

Three prints of this film are available, produced by the FHA. The picture shows what can be accomplished through intelligent renovizing of homes, and sequences have been added that tie it directly to the Pennsylvania campaign. The film should be shown as frequently as possible in every county. Bookings should be made promptly through your FIELD REPRESENTATIVE. (See Procedure Bulletin No. 4, a copy of which is included in this manual - Appendix V).

II. The Sales Campaign

Since the success of any community-wide movement such as the Renovize Campaign depends so greatly upon the number and effectiveness of personal contacts with prospective cooperators, a well-organized sales campaign is essential.

Just what the nature of such organization should or could be in a given community depends almost entirely upon local conditions. Local leaders will know the best procedure to follow. In some counties the assignment is being undertaken by the Women's Committee.

In some areas, especially in the smaller communities, a door-to-door canvass conducted along the lines of Community Chest or Red Cross solicitation will bring greatest results. (A blank form is suggested on Page 10)

In other communities a continued presentation of the advantages of renovizing before club and civic group meetings will doubtless prove most effective, especially when climaxed by a call for names to be added to the Job Mobilization HONOR ROLL. (See inside page of folder "Renovize--The New word for More Jobs!")

House-cleaning Postponements

When Renovize Salesmen or Committee members are advised by householders that they do not wish to make improvements or additions at this time, but would prefer waiting until spring house-cleaning time, the salesman should make every effort to determine the extent of improvements planned, obtain the

pledge or promise of the householder to have the work done later, and report in routine manner the estimated amount that will be expended. The amount may be included in the local and county totals.

Placement of Household Workers

The Renovize Campaign gives opportunity to women's committees to emphasize the household worker phase of the Job Mobilization Program. When papering, painting, or remodeling activities begin in a private home, the housewife is faced with extra duties and responsibilities. Then is the time to "sell" the idea of training an inexperienced or semi-experienced household worker who can be taught her various duties and be of real value when spring house-cleaning time arrives. List of names and addresses of persons eligible for such work might be prepared by a sub-committee, and contacts with prospective employers made by telephone or personal calls.

Relief Work Projects

In localities where there are employables on relief, Committee members are urged to contact the municipal authorities and urge them to apply to the local or county offices of the Relief Boards (Department of Public Assistance) for a Relief Work Project under which the DPA will furnish from relief rolls all labor required for authorized projects on public and charitable buildings and property, provided the municipality furnishes the required materials. Some suggested public property renovize projects include: Painting fire hydrants, clean and paint municipally owned buildings (Interior and exterior) such as city hall, school buildings, park buildings and grounds; remove fire hazards in such buildings, etc.

Bargain Sales Add Incentive

Local sales efforts also can be boosted through urging managers of department stores, hardware stores, gas and electric equipment companies, building supply houses, house heating equipment firms and others to stage special bargain price sales on household equipment and renovizing items for certain days or periods during the local Renovize Campaign period.

Sub-contractors may be urged to announce an attractive discount on all estimates given during the Campaign provided the work is to be done before April 1, or before their spring rush begins.

The "Honor Roll"

The HONOR ROLL coupons contained in the Renovize Folder will be collected by the local sub-committee chairman in charge of the local Renovize Campaign. Names and addresses should be listed, and an effort made to determine the nature of the work planned by the cooperator.

This list then may be made available to local plumbers, electricians, carpenters, painters, hardware merchants, etc., who then will have opportunity to enter estimates for the planned improvements. This courtesy is in line with the worth-while purpose of the Renovize Campaign--"Local industry makes local prosperity....it pays local taxes....its payrolls support local families!"

Campaign Progress Reports

Mailed "Honor Roll" coupons that appear in the Renovize Folder will be

delivered by the local postmaster to the local chairman. This information, together with all other reports on renovizing projects, should be transmitted each day to the County Chairman. These reports should include:

1. Name and address of owner or tenant
2. Type of property (home, store, apartment, factory, office or farm)
3. Kind of renovizing work (repair, remodeling, new equipment, etc.)
4. Actual or estimated cost $_____.

NOTE: The County Chairman is requested to prepare and mail each Monday to the Harrisburg Headquarters Office a summarized statement of the local reports received during the preceding week. So far as possible, each should provide the following information:

_____ County Renovize Cost Report for Week of _____ 1940

Distribution I --

Homes	$_____	Hotels	$_____
Stores	$_____	Office Bldgs.	$_____
Apartments	$_____	Farms	$_____
Factories	$_____	Others	$_____
Public Property	$_____	TOTAL for week	$_____

Signed_____
County Chairman

(Mail each Monday to William A. Hemphill, Executive Director, Job Mobilization Committee, Room 100, Capitol, Harrisburg, Pa.)

Suggested Canvassing Form

For those counties where intensive coverage undoubtedly will prove to be a valuable aid in the promotion of the campaign, a blank "Renovize Checking Form" for property owners and tenants, similar to the following, may be printed or mimeographed and used in personal or telephone contacts by committee members or volunteers who act as salesmen. (This form is similar to one used with excellent results in Uniontown, Pa., through distribution to every house by Boy Scouts and collection by school children.)

Renovize Report Date _____1940

PENNSYLVANIA RENOVIZE CAMPAIGN
Job Mobilization Committee

City or town_____ District No._____ County_____

Cooperating with the local Pennsylvania Renovize Campaign, I am checking the improvements which I am planning or am interested in making to my property during February, March, and April:

Name _____

Address _____ Telephone _____

Type of property _____ Estimated Cost $_____ of Improvement

1--Additions	9--Flooring	17--Papering	26--Others: Please list
2--Alterations	10--Furniture	18--Plastering	_____
3--Awnings	11--Heating	19--Plumbing	_____
4--Carpentry	12--Landscaping	20--Radio	_____
5--Concrete	13--Masonry	21--Refrigerator	_____
6--Clean-up House and Yard	14--Mangle	22--Roofing	_____
7--Curtains, Drapes	15--New Construction	23--Rugs	_____
8--Electrical Work	16--Painting	24--Stove	_____
		25--Washer	_____

If tenant, please give name of owner:_____
Address:_____

FILL IN AND HAND TO ANY RENOVIZE CAMPAIGN COMMITTEE OR JOB MOBILIZATION COMMITTEE MEMBER, OR MAIL TO JOB MOBILIZATION, c/o YOUR POST OFFICE

Committee member sign_____

SPECIAL NOTE TO CHAIRMEN: It is suggested that when report forms of this nature are used, a summary be made of the names. They should be listed alphabetically with the address, and "key" numbers placed opposite each individual name indicating what that particular family proposes to do or purchase. In smaller cities and towns this list then should be mimeographed with an interpretation of the key numbers and copies distributed to all business houses in the town or community. In the larger cities separate classified lists may be prepared for distribution to those specialty merchants, sub-contractors, dealers, etc., who will be directly interested in making estimates for work or new equipment.

III. Financing

When funds are necessary and desirable for effective promotion of a local Renovize Campaign they should be solicited by the Local Committee from merchants, manufacturers, hardware stores, sub-contractors, builders, utilities, etc., who will profit financially by the renovizing work. In the "Renovize Philadelphia" Campaign in 1933, the expenditure of each 2½¢ produced $15.00 in new business which the community otherwise would not have had.

Let every member of every county and local committee and sub-committee keep talking and selling RENOVIZE, and report every actual or contemplated improvement program that it is possible to locate within the community.

APPENDIX - I

RENOVIZE CAMPAIGN

Suggested list of Dealers, Stores, Manufacturers, and Businesses whose representatives may be asked to cooperate in a local Renovize Campaign.

Air Conditioning
Architects

Banks and Trust Companies
Blowers
Boilers
Brick Manufacturers
Builders
Building Cleaners
Building and Loan Associations
Building Materials

Caulking Contractors
Carpenters
Carpets
Cement
Cinder Blocks
Cleaners and Dyers
Coal Burners
Contractors

Decorators
Department Stores

Electric Companies
Electric Appliances
Electric Contractors
Exterminators - Moth Proofing

Fences
Floors
Furnaces
Furniture

Glass
Gravel

Hardware

Insulation

Landscape Contractors
Lightning Rods
Linoleum

Manufacturers Agents
Masons
Millwork

Oil Burners

Paint Companies
Paper Hangers
Pipe
Plaster
Plumbers

Real Estate
Roofers

Sheet Metal
Siding
Spouting
Stokers

Telephone Companies
Thermostats
Tile
Tinners

Upholsterers

Venetian Blinds
Ventilation

Weather Stripping
Window Sash
Window and Door Screens

APPENDIX - II

SUGGESTED LIST OF RENOVIZING INSTALLATIONS AND IMPROVEMENTS FOR USE IN LOCAL RENOVIZE CAMPAIGN

A. Renovations for which Federal Housing Administration loans (Title I may be obtained:

1. Concreting cellar floors
2. Installation of heating appliances
3. Painting exterior walls and trim; interior walls, floors, ceiling and trim.
4. New wallpaper and other wall covering.
5. Installation of new electrical fixtures
6. Making dens in attics, playrooms or gamerooms in basement
7. Refinishing floors, stairs and other woodwork
8. Installing hardwood floors
9. Installing fireplaces
10. Painting stairways
11. Painting and enlarging clothes closets
12. Installing modern bathrooms
13. Repairing chimneys
14. Windows and doors weather-stripped
15. Repairing roofs, gutters, downspouts, roof sheathing, flashing
16. Installing storm doors, storm sashed
17. Erection of garages as additions to existing structures
18. Addition of living quarters above garages where feasible
19. Fence repairs
20. Pruning trees and shrubbery
21. Transferring plants and trees
22. Repairing foundations
23. Repairing porches
24. Plumbing repairs
25. Electrical repairs, new fixtures, additional outlets
26. Putting up partitions or removing old ones
27. Building additions
28. Building new porches, sunparlors, etc.
29. Convert single-family house into apartments
30. New floors can be laid
31. Plastering
32. Heating systems installed or old one modernized
33. Plumbing system installed or old one modernized
34. Septic tanks, ceespools, wells, together with pumping equipment, etc.
35. Grade the ground
36. Laying walks
37. Build fences
38. Planting
39. Driveways
40. Heat control devices as a part of the system
41. Linoleum when cemented to the floor
42. Oil Burners
43. Termite control
44. Ventilating systems
45. Water softeners as a part of the water system
46. Built in:

Breakfast nooks	Laundry chutes	Ventilating fans
Bookcases	Laundry tubs	Closets
Cabinets	Lightning rods	Mirrors
Cupboards	Medicine cabinets	Shelves
Incinerators	Ironing boards	

FHA Loans (Cont')

47. Tree Surgery
48. Weatherproofing shutters, storm doors and sash
49. Waterproofing
50. New hardware
51. Modernizing bathroom, kitchen, laundry
52. Extra bath or lavatory
53. Modern safety devices (wiring)
54. Insulation of walls, roofs
55. Built in: Commercial and Miscellaneous Equipment

Air-conditioning systems	Elevators
Ash-removal equipment (when part of the heating system)	Escalators
	Fire-alarm systems
Barn pens	Fire escapes
Bins	Fire-hose systems
Booths	Sprinkler systems
Burglar-alarm systems	Stalls
Dust collectors	Troughs

B. Other suggested renovations:

1. Taking out ashes and rubbish from cellars
2. Removal of fire hazards in cellars and attics
3. Repairing leaking pipes and faucets
4. Transferring location of meter boxes
5. Concealing electrical wires
6. Painting outside of troughs
7. Painting electrical outlets
8. Repairing clocks
9. Re-upholstering parlor suites
10. Refinishing furniture
11. Shampooing rugs
12. Cleaning drapes
13. Strengthening drapes
14. Installing radio nurses
15. Hiring maids, cooks and day-workers
16. Repairing outside cellar doors and steps
17. Cleaning spoutings
18. Window glass tightened
19. Caulking of windows
20. Repairing brick walls
21. Repointing bricks
22. Installing additional radiation in garages
23. Repairing awnings
24. Sidewalks leveled
25. Lawns, fertilized and limed
26. Whitewashing cellar walls
27. Provide rubber or composition stair treads

C. Renovize check list for Apartments, Hotels, Stores, Industrial Buildings, Public and Miscellaneous Buildings.

Basement

Waterproof walls	Wastepaper bailing equipment

New or renewed floors, stairs
Added storage space
Workshop
Recreation Room
Janitor's quarters
Laundry renovated
Illumination
Ash removal
Sidewalk lift
Paint walls

Interior (General)

Entrances and lobbies, change swing door to revolving; add concession spaces for rental
Renovate public rooms and reception rooms
Renovate elevators; add modern devices
Papering and painting
Provide new closets, renew existing ones
Furnishings: renovate present, add new
Floors, new or renew
Insulation: provide for heating or acoustical
Illumination
Plastering - repairs, etc.

Doors and Windows

Hardware, new or renew caulking
Weather stripping
Screens
Replace narrow doorways with plaster arches
Awnings
Ventilation
Glass
Shades

Lighting and Power

Rewire to reduce insurance and minimize fire hazard
Repair or replace fixtures
Install bell transformers
Signs: provide display and directional illuminated signs
Renew refrigeration system

Plumbing

Water supply: repair or replace defective lines
Fixtures
Tanks
Valves, etc.
Washroom or laundry equipment
Water heating repairs
Water softening
Drinking fountains
Toilets

Heating

Fuel cost: study efficiency and arrange for change of system and fuel if necessary
Boiler repairs
Thermostats
Oil burners
Valves
Radiation: check for efficiency; concealed radiators, covers, cabinets; paint radiators
Humidifiers
Air conditioning installation where needed
Insulation

Exterior and Grounds

Repaint or refinish walls
Entrances
Porches
Repair or replace pavements
Roofing
Grading grounds
Landscaping

In Apartments and Hotels a modernization check also may be made on bathroom and kitchen space and equipment; for new or renewed floors, tile, accessories, refrigeration, ranges, ventilation, illumination, garbage disposal, fire escapes, fire hose, elevators, fire hazards, etc.

In Industrial Buildings special attention should be given to possible additions for employee welfare and comfort; condition of stairways, fire escapes, sprinkler systems, fire hose, marking emergency exits, worn out machines, safety devices and equipment, removal of fire hazards, etc.

APPENDIX III

SUGGESTIONS FOR LOCAL NEWSPAPER ARTICLES TO BE COORDINATED WITH STATE NEWS RELEASES FROM HEADQUARTERS PUBLICITY OFFICE

1. If found desirable, request the Mayor or Burgess to issue a Proclamation calling upon citizens generally to give all possible cooperation in the local Renovize Campaign. Release for publication a few days prior to the opening of the Campaign. (For suggestion see Appendix IV.)

2. Interview the Chief of the Fire Department for statement on the removal of fire hazards in homes, stores, apartments, office buildings, factories, farm buildings, etc., tied in with the Renovize Campaign. Give special attention to removal of rubbish from cellars, attics, garages, old mops and oiled rag waste; check up on all electric wiring and concealment of exposed wires; check up furnaces, stoves, chimney flues, soot removal.

3. Interview city officials, bankers, merchants, real estate men, hotel, theatre and apartment managers, industrial superintendents, county farm agents and others, obtaining statements indicating what they plan or may do to cooperate in the Renovize Campaign.

4. To illustrate the wide and democratic objectives of the movement, show that Renovizing need not be confined to homes and properties of the wealthy, but that Mr. Average Citizen and the modest wage-earning homeowner as well may contribute through planned improvements to their homes.

5. Announce progress reports on organization and procedure; announce personnel of all new committees and sub-committee chairmen.

6. Plan "before" and "after" pictures on a typical Renovize home project, such as a backyard clean-up, porch or sunporch addition, house painting or shrubbery planting or landscaping.

7. Most cities and towns in Pennsylvania require issuance of building permits before work may be started on alterations or additions to any type of existing structure, if the cost is to exceed a certain amount (usually $100). A check-up should be made immediately on all such permits issued since the Job Mobilization Program was started November 15. A daily or semi-weekly check on additions to this list will provide news articles and add to the Renovize expenditure total for the county or community.

8. Names obtained from building permit lists may be used (with permission of the

person or firm named) for an initial announcement of a local HONOR ROLL for Job Mobilization's Renovize Campaign. The first list might be published on the opening day of the local campaign, or on the day following. Addition of new names and projects each day will add incentive all along the line. Returns from the "Honor Roll" coupon in the Renovize Folder should provide additions to these lists. Play safe and get permission of the individuals named before publishing their names and estimated or actual expenditures.
(Sample listing: J. G. Jones, 24 Elm St., kitchen modernized, $300.00)

9. What can or will be done to renovize public buildings? school buildings? churches? (picture possibilities).

10. There may be a number of vacant or condemned industrial or other types of buildings in the community that are fire risks or eyesores. Their repair or razing would provide jobs and add to your Renovize Campaign total.

APPENDIX IV

SUGGESTED PROCLAMATION BY A MAYOR OR BURGESS OFFICIALLY ANNOUNCING THE LOCAL RENOVIZE CAMPAIGN

PROCLAMATION

WHEREAS, a state-wide effort to relieve unemployment, reduce our tax load, and reduce the unprecedented burden represented in the cost of relief, is being undertaken through a commendable non-partisan program of Job Mobilization, and

WHEREAS, the basic idea back of this unified movement in Pennsylvania is to create job opportunities, to get people off relief rolls and onto payrolls, that they might have opportunity to earn their own living rather than continue to be supported by the taxpayers, and

WHEREAS, hundreds of our citizens do not fully realize that they can make substantial contributions to this cause by providing work and jobs through improvements to their real properties, improvements that they have planned for some time but now have opportunity to make such investment pay double dividends through increasing the value of their properties, make our city (borough) a better and more attractive place in which to live, and at the same time bring more jobs, more business and greater prosperity to our community, and

WHEREAS, an important phase of the Job Mobilization Program is a RENOVIZE CAMPAIGN in which we shall desire to participate through renovizing or modernizing our homes, stores, apratments, hotels, factories and farms,

NOW, THEREFORE, I, _____ Mayor (Burgess) of the city (borough) of _____, Commonwealth of Pennsylvania, because of the desirable business recovery opportunities presented, do hereby designate _____ February _____ as the opening day for a _____ (name of city or town)_____RENOVIZE CAMPAIGN, and call upon all citizens to participate, to the extent of their ability, through all possible modernization, or repair, or rebuilding of real property, to the end that unemployment conditions be relieved as much as possible and added incentive be brought to full recovery in business and industry within our community and throughout the Commonwealth.

GIVEN under my hand and the Seal of the
City of _____ etc.

EXHIBIT S-5

PROCEDURE BULLETIN NO. 4

"MIRACLES OF MODERNIZATION" FILM

January 24, 1940.

TO ALL COUNTY CHAIRMEN OF MEN'S AND WOMEN'S COMMITTEES AND FIELD REPRESENTATIVES

The Federal Housing Administration has produced a talking motion picture, in technicolor, entitled "Miracles of Modernization", which shows what can be accomplished through intelligent "renovizing" of homes.

This film is so timely, and ties in so closely with the "Renovize" phase of our Job Mobilization Campaign, that sequences have been added to it identifying it directly with the campaign. The motion picture is on 16 millimeter film, and has a running time of 15 minutes.

CIRCULATION

It is important that this picture be shown in every county of the state, and in every part of every county, between now and April 1st. Only three prints are available, and in order to cover the state, a closely knit schedule of showings must be worked out.

The films will be in the custody of the Field Representatives of the State Employment Service, who will assist county and local committees in arranging booking schedules in their districts.

Tentatively the three prints available will be assigned as follows:

Print No. 1

District No. 12 BUCKS, CHESTER, DELAWARE, MONTGOMERY AND PHILADELPHIA COUNTIES.

John S. Bleecker, Field Representative, 253 N. Broad St. Philadelphia, Penna.
Miss Mary Hunsicker, Women's Field Representative, 533 Swede Street, Norristown, Penna.

District No. 7 BERKS, LEHIGH, NORTHAMPTON AND LEBANON COUNTIES

Thomas J. Toole, Field Representative, 615-17 Penn Street, Reading, Penna.
Mrs. Hilda B. Troutman, Women's Field Representative, 615 Penn Street, Reading, Penna.

District No. 4 LACKAWANNA, LUZERNE, MONROE, PIKE, SUSQUEHANNA, WAYNE AND WYOMING COUNTIES.

Mr. John W. Genter, Field Representative, 541 Wyoming Avenue, Scranton, Penna.
Mrs. Gertrude L. Freedman, Women's Field Representative, 541 Wyoming Avenue, Scranton, Penna.

Print No. 2

District No. 8 ALLEGHENY COUNTY

Carman B. Smith, Field Representative, 526 Penn Avenue Pittsburgh, Penna.
Mrs. Frances Kelly, Women's Field Representative, 526 Penn Avenue, Pittsburgh, Penna.

District No. 9 ARMSTRONG, GREENE, FAYETTE, INDIANA, WASHINGTON AND WESTMORELAND COUNTIES

Millard F. Null, Jr., Field Representative, 222 N. Main Street, Greensburg, Penna.
Miss Helen Juli, Women's Field Representative, 66 West Peter Street, Uniontown, Penna.

District No. 5 BEAVER, BUTLER, LAWRENCE AND MERCER COUNTIES

Harold J. Mehl, Field Representative, 132½ E. Washington Street, New Castle, Penna.
Mrs. Wilda K. Patterson, Women's Field Representative, 132½ E. Washington Street, New Castle, Penna.

District No. 1 ERIE, CRAWFORD, VENANGO, WARREN, FOREST AND CLARION COUNTIES

Leo H. Carney, Field Representative, 126 E. 11th Street, Erie, Penna.
Miss Kathryn G. North, Women's Field Representative, 126 E. 11th Street, Erie, Penna.

Print No. 3

District No. 2 CAMERON, CENTER, CLEARFIELD, ELK, JEFFERSON AND McKEAN COUNTIES

James S. Porter, Field Representative, 23 S. 2nd Street, Clearfield, Penna.
Miss Zay E. Henry, Women's Field Representative, 102 W. Mahoning Street, Punxsutawney, Penna.

District No. 3 BRADFORD, CLINTON, LYCOMING, POTTER, SULLIVAN AND TIOGA COUNTIES

George M. Schmeltzer, Field Representative, 228 Pine Street, Williamsport, Penna.
Miss Mary E. O'Connor, Women's Field Representative, 228 Pine Street, Williamsport, Penna.

District No. 6 CARBON, COLUMBIA, MONTOUR, NORTHUMBERLAND, SCHUYLKILL AND UNION COUNTIES.

Harry A. Nagle, Field Representative, 66 E. Independence Street, Shamokin, Penna.
Mrs. Rosalie Coogan Fisher, Women's Field Representative, 374 S. Center Street, Pottsville, Penna.

District No. 10 BEDFORD, BLAIR, CAMBRIA, HUNTINGDON, JUNIATA, MIFFLIN AND SOMERSET COUNTIES

Paul Shafer, Field Representative, 1421 - 12th Avenue, Altoona, Penna.
Mrs. Dorothy A. Fleck, Women's Field Representative, 1421 - 12th Avenue, Altoona, Penna.

District No. 11 ADAMS, CUMBERLAND, DAUPHIN, FRANKLIN, FULTON, LANCASTER AND YORK COUNTIES

Mark Wickert, Field Representative, 214 N. Duke Street, Lancaster, Penna.
Miss Kathryn Ammon, Women's Field Representative, 120 S. 2nd Street, Harrisburg, Penna.

Booking schedules for the films will be arranged by the County Committees. A concentrated schedule for covering important men's and women's groups in the county should be arranged within a time interval of one week or less for the more sparsely settled counties, and a period not much longer for urban sections.

BOOKING DATA

In addition to arranging the booking schedule in cooperation with field representatives, county committees will assume the responsibility of providing a 16 millimeter sound projector and operator for each showing. In many cases these projectors may be borrowed from local utility companies, or from large industrial companies who use them to show industrial motion pictures.

Committees are cautioned to secure SOUND projection machines only. The silent projectors have a different sprocket arrangement, and will tear sound film.

County Committees will also assume responsibility for transportation charges, if any, and for the care of the print while in their possession. After each showing the film will be returned to the Field Representative for further use.

County Committees are requested to notify headquarters of the schedule of showings which is arranged at the earliest possible moment so that we can be sure that there is no overlapping of schedules.

A simple report form will be provided for reporting each showing after it is made. The report form will give date of the showing, the time and place at which it is presented, the organization to which it is shown, the approximate attendance and general reactions to the film. This will give us a complete record of all the showings which are made.

CARE OF THE PRINT

Particular care should be given to the following factors in caring for the prints:

1. When not in use, films should be kept in the container provided.

2. Keep the print away from heat, such as a radiator, etc.

3. Keep the print away from moisture. One drop of water on the film will smear the emulsion and ruin substantial footage.

4. Use SOUND PROJECTOR ONLY for showing film; silent projectors will tear the film.

5. In case of a break in the film, or any other damage, notify headquarters immediately so that arrangements for repairs can be made.

6. Film should be run to check for sound, light, focus and clearness in advance of any showing before a group of people.

Yours very truly,

Wm A. Hemphill

WILLIAM A. HEMPHILL
Executive Director

EXHIBIT S-6

OCCUPATIONAL CLASSES SHOWING NO APPLICANT AVAILABLE IN FILES OF PENNSYLVANIA STATE EMPLOYMENT SERVICE

December 1[illegible], 19[illegible]

Professional and Kindred Workers

Chemists
- Analytical
- Industrial
- Metallurgical

Engineers (Does not include operators called "engineers".)
- Aeronautical
- Chemical
- Civil
- Consulting
- Electrical
- Hydraulic
- Industrial
- Mechanical
- Metallurgical

Physicists

Technicians

Aviators

Designers
- Machinery and Tools

Draftsmen
- Aeronautical

Draftsmen
- Electrical
- Marine
- Mechanical
- Plumbing
- Structural
- Tool Design

Photographers
- Commercial

Technicians and Laboratory Assistants
- Chemical

Clerical Workers

Clerks (Statistical)
- Time Study

Service Workers (Personal - Household or Domestic)

Cooks

Maids (General)
- Cooking

Service Workers (Personal - Institutional and Outside)

Chefs
- Managing

Cooks
- First
- Hotel
- Mess (Marine)
- Pastry
- Restaurant
- Second
- Short Order

Seamstresses
- Alteration Workers; Alteration Seamstresses.
- Dressmakers

Craftsmen (Skilled Workers)

Absorbmen
- (Chemical)

Armorers
- (Munitions)
  - Gunsmiths

Assemblers
- Cabine (Radio)
- Final (Airplane)

Beamers
- (Textile)

Benders
- (Glass)

Blowers
- Glass

Body Workers
- Metal (Automobile)
- Wood (Automobile)

OCCUPATIONAL CLASSES SHOWING NO APPLICANT AVAILABLE (Continued)

Craftsmen (Skilled Workers)

Machinists
- Bench (Machine Shop)
- (Construction)
- Precision
- Floor (Machine Shop)
- Lathe (Machine Shop)
- (Textile)
- Tool
- Watch

Mechanics
- Airplane
- Automobile
- Saw
  - Saw filers

Menders
- Rough (Hosiery)

Molders
- Hand (Foundry)

Operators
- Roughing Machine, Automatic (Watch)
- Coat (Clothing)
- Crane, Bucket Type
  - Clam Shell Operators
  - Clam Shovel Operators
  - Cranemen
  - Orange Peel Operators
- Sewing Machine, Double Needle
- Flexplane
- Mill, Boring, Horizontal (Foundry)
- Crane, Hot Metal (Iron and Steel)
- Laminating Machine
- Lathe (Machine Shop)
  - machine hands
- Milling Machine (Machine Shop)
- Paving Machine (Construction)
- Planer (Machine Shop)
  - Machine Planers
- Drill, Wagon (Construction)
  - Wagon Mounted Drifter Operators
  - Wagon Drillers
- Shovel, Power
  - Backhoe Operators
  - Compressed Air Shovel Operators
  - Gas Shovel Operators
  - Full Shovel Operators
  - Steam Shovel Operators
  - Trench Hoe Operators
  - Shovel Runners

Craftsmen (Skilled Workers)

Operators (Continued)
- Shaving Machine (Tanning)
- Trencher Machine (Construction)
- Lathe, Turret (Machine Shop)

Pad Makers
- Presser (Machine Shop)

Patterns Makers
- (Knit Goods)
- Metal
- Wood

Perchers
- (Textile)

Polishers
- Metal

Pressmen
- (Printing)
  - Printers
  - Flat Bed Pressmen

Quillers
- (Textile)

Sealers
- (Carpet and Rug)

Repairers
- Electrical
- Machine
- Sewing Machine

Rollers
- Sheet (Iron and Steel)

Sample Makers
- (Textile)

Seamers
- Full-Fashioned (Hosiery)

Setters
- Collar (Clothing)

Shearers
- (Air Transportation)
  - Cowl Men
  - Dural Mechanics
  - Metal Mechanics

OCCUPATIONAL CLASSES SHOWING NO APPLICANT AVAILABLE (Continued)

Craftsmen (Skilled Workers)

Spinners
- Frame (Textile)

Spring Makers
- (Machine Shop)

Steel Workers
- Structural (Construction)
  - Iron Workers

Tool Makers
- Bench (Machine Shop)
  - Bench Men
- Machine (Foundry and Machine Shop)

Toppers
- (Hosiery)
  - Full-Fashioned Toppers
  - Seamless Toppers

Weavers
- Cloth (Textile)
- Ribbon (Textile)

Welders
- Acetylene
  - Gas Welders
  - Oxyacetylene Welders
- Arc
  - Electric Welders

Winders
- Armature, Hand (Electrical Goods)

Production Workers (Semi-skilled)
Predominantly Machine

Binders
- (Tobacco)

Bindery Girls
- (Bookbinding)

Burners
- Lead (Foundry)

Buttonhole Makers
- (Clothing)

Cranemen
- (Atoms)

Production Workers (Semi-skilled)
Predominantly Machine

Drawing Frame Tenders
- (Textile)

Galvanisers
- (Foundry)

Grinders
- Rough (Machine Shop)

Lever Men
- Hot Bed (Iron and Steel)

Lamp Makers
- (Electrical Goods)

Mill Men
- Sheeting (Rubber)

Molders
- (Bakelite)
- (Electrical Goods)
- Machine (Foundry)

Napper Tenders
- (Textile)

Operators
- Edger, Automatic (Hardware)

Screw Machine, Automatic (Machine Shop)
- Boring Machine (Automobile)
  - Dowel Boring Machine Operators
  - Reaming Machine Operators
- Sealing Machine, Box (Tobacco)
  - Carton Boxers
  - Container Senders
- Carton Making Machine (Tobacco)
  - Box Taping Machine Operators
- Crane (Foundry)
- Cutter (Pulp and Paper)
  - Cylinder Machine Operators
- Hammer, Drop (Foundry)
  - Drop Hammer Men
- Finishing Machine (Construction)
  - Concrete Finishing Operators
  - Screed Machine Operators
- Folding (Pulp and Paper)
- Press, Foot (Electrical Goods)
- Float, Hand
- Press, Hydraulic (Machine Shop)

OCCUPATIONAL CLASSES SHOWING NO APPLICANT AVAILABLE (Continued)

Production Workers (Semi-skilled)
Predominantly Machine

Operators (Continued)
- Sewing Machine, Single Needle
- Crane, Locomotive
- Mono-Rail (Celluloid)
- Mucking Machine (Construction)
- Carving Machine, Multiple (Furniture)
- Press, Multiple Standard
- Tube Machine, Paper (Electrical Goods)
- Planer (Wood Mill)
- Grader, Power (Construction)
- Press, Drill, Radial (Machine Shop)
- Radial (Electrical Goods)
- Sewing Machine (Leather)
- Winding, Skein (Dye Stuffs)
- Sheet Metal Machine (Construction)
  - Blade Shear Operators
  - Brake Folding Machine Operators
  - Crimping Machine Operators
  - Disc Shear Operators
  - Grooving Machine Operators
  - Roll Forming Machine Operators
- Calender, Super (Pulp and Paper)
- Tenoner Machine (Lumber)

Platers
- Machine (Electro-Plating)

Seamstresses
- (Industrial)

Sewers
- Cloth Ends (Textile)

Turners
- Roll (Foundry)
- Roll (Iron and Steel)

Winders
- Cone (Textile)
  - Cap Winders
- Hard Silk

Production Workers (Semi-skilled)
Predominantly Manual

Aligners
- Condenser (Radio)

Asbestos Workers
- (Construction)
  - Asbestos Pipe Workers
  - Flake Workers

Production Workers (Semi-skilled)
Predominantly Manual

Bevelers
- (Construction Material)
  - Carborundum Bevelers
  - Emery Bevelers
  - Pumice Bevelers
  - Smoothing Stone Bevelers

Blacksmiths
- (Tool Dressing)

Builders
- Top (Automobile)

Candlers
- Egg (Dairy)

Chasers
- (Precision Tool)

Clippers
- Veneer (Furniture)

Coverers
- Pipe (Shipbuilding)

Cutters
- Glass, Hand
- Rib (Hosiery)

Filterers
- (Transparent Wrapping Material)

Fitters
- Sheet Metal (Construction)

Folders
- (Hosiery)

Lathers
- Metal (Construction)

Welders
- Non-Ferrous Metal (Electrical Goods)

Operators
- Burner, Acetylene
  - Acetylene Burners
  - Acetylene Cutters
  - Acetylene Torch Operators
  - Oxyacetylene Burners
  - Scrap Burner Operators

OCCUPATIONAL CLASSES [illegible] (Unskilled)

Production Workers (Semi-skilled)
Production [illegible]

Packers
(Textile)

Polishers
Glass (Automobile)

Riggers

(Construction)
Derrick Boat Riggers
Gates

Rollers
Hand (Cigar)

Roofers
Metal

Roughers
(Iron and Steel)
Pull-Roggers

Sheet Metal Workers

(Automobile)
Tinsmiths
(Construction)

Solderers
Torch (Automobile)

Spinners
Metal (Hardware)

Straighteners
Gag (Iron and Steel)

Tinsmiths
(Construction)

Twisters
(Tobacco)
Hand Twisters
Tobacco Rollers
Twist Makers

Wireman
Body (Automobile)

Physical Labor Workers (Unskilled)
Heavy

Furnace Men
(Smelting and Refining)

Physical Labor Workers (Unskilled)
Heavy

Operators
Vibrator (Construction)

Stranders
(Iron and Steel)
Edgers
[illegible]
Pony Roughers
[illegible]

Bundlers
Cloth (Textile)

Bedrayers
(Textile)

Reelers
(Textile)

Yarn Reelers

Spinners
(Asbestos)

Stitchers
(Textile)

Commonwealth of Pennsylvania
BUREAU OF EMPLOYMENT AND UNEMPLOYMENT COMPENSATION
Ernest Kelly, Executive Director

No. 1 STATISTICAL INFORMATION BULLETIN* 2-15-40

Prepared by Research and Statistics Section, Rolland S. Wallis, Director
Third and Forster Streets, Harrisburg, Pennsylvania

ORDER ACTIVITY IN SELECTED OCCUPATIONS
July-December 1939

During the six-month period from July through December 1939 general employment in the state increased at an accelerated rate in almost all lines of industrial activity. Toward the end of this period, with the resultant increase in job opening requests handled through the Service, certain occupational groups in the files of the state employment offices showed indications of becoming depleted. In 200 selected occupations the drain on the resources of the Service was such that in this group some 12,000 job openings were cancelled, because "no qualified applicant" was available. At the same time a total of only 3,900 placements were recorded in these selected 200 occupational groups. This indicates that during the last six months of 1939 the employment offices showed a cancellation rate of about 75 percent in handling openings for these skills.

Although the activities recorded through the state employment offices can not for several reasons be considered as entirely indicative of growing labor shortages in the state, from an administrative viewpoint it is significant that the demand for jobs is at present concentrated to a large degree in certain groups which the state offices can not fill. The questions of secondary occupations, recruiting of applicants, retraining, pre-selection of intake, and other methods of increasing near-depleted file groups must be considered by the employment offices in view of this development.

In the attached tables the 200 selected occupation groups are broken down into three divisions. The first group, comprising 123 occupations (Table 1), represents those in which excessively high cancellation rates are recorded. For the 123 occupations, a total of 15,316 orders were received during the six-month period under consideration. Of these orders, 11,535 were cancelled, representing a cancellation rate of 76 percent. Thus, in only one of every four job-orders in this group was the Service able to effect a job placement from its files. It is also significant that for these occupations, the active file of registrants decreased from 64,948 in April 1938 to 27,507 at present, a reduction of almost 60 percent. The decrease has been such that in many categories the registration file is now near the exhaustion point.

*This issue represents the first in a series of Statistical Information Bulletins which will be prepared from time to time by the Research and Statistics Section and released primarily for administrative use within the Bureau.

Referring to Table 1, it is indicated that approximately 10 percent of the openings showing high cancellation rates were for professional or technical workers--such as chemists, engineers, designers, and draftsmen. Of the 1,353 orders received, 94 percent were cancelled and 6 percent were placed. The registration file for the professional workers in the selected occupation groups decreased by some 60 percent (from 3,895 to 1,598) and in many instances is now near depletion.

In the so-called craftsmen or skilled worker groups, comprising 64 of the selected occupations in Table 1, there were 9,366 orders received, of which 7,623 were cancelled, representing a cancellation rate of 81 percent. The registration file dropped from 45,000 to 16,000 or 66 percent. These craftsmen trades are concentrated primarily in the glass, metal and textile industry groups. They consist of designers, machinists, tool makers, weavers, skilled operators, etc. Order activity that was particularly heavy was recorded in the demand for airplane assemblers, machinists, mechanics, double-needle sewing machine operators, and lathe-turret operators (machine shops). The bulk of the many orders received were cancelled.

In many instances the active file for these groups is now completely exhausted. With the anticipated future expansion in employment, this shortage in the files, existing at a time of increased order activity, will seriously affect the placement activity and the degree of service which can be rendered by the employment offices in the state, unless a suitable program is worked out to recruit workers in these classes.

In the semi-skilled production group, 33 occupation classes are included in the selected categories. For these 4,597 orders were received, of which 2,637, or 57 percent, were cancelled by local offices. The registration file for the 33 groups decreased from 16,000 to 9,000 during the period under consideration, representing a file decline of more than 40 percent. In this group the recorded-order activity for single-needle sewing machine operators is particularly noteworthy.

Summarizing the activities shown for the occupations selected in Table 1, it may be said that the 123 groups represent the occupations in which to a large extent the gain in job-order activity was concentrated during the recent employment upswing. With this sudden demand upon local office files, it appears that in these instances the resources of the Service were approaching a level inadequate for the proper handling of job requests. It is in these professional, skilled, and semi-skilled classes that the job demand was primarily concentrated during the past six months. With the anticipated renewal of the employment upturn this spring, continued demand in these classes might be such as to seriously handicap the effectiveness of the Service as a job placement agency.

In Table 2 the activity in 67 additional occupational groups is recorded. These categories are not listed as examples of excessive cancellation rates, but because they represent job classifications important to industry during a period of business upswing, and because the active-file changes reported by the Service have shown definite indications of depletions and shortages. The total number of registered workers in the selected groups dropped from 5,725 in April 1938 to 1,696 in November 1939, a reduction of 70 percent. At present, two-thirds of the selected occupations show less than 20 workers registered with the Service.

Although the absolute volume of job openings recorded in these 67 groups has not been large, the 283 orders received during the six-month period represents a relatively high proportion of the registration file. Of these orders 146 could not be filled, this representing a cancellation rate of approximately 52 percent.

The significance of this group is that the occupations represented are in almost all instances highly skilled workers needed by industry under large-scale expansion programs. Owing to this high degree of skill, and other characteristics of the occupations grouped here, only a few are carried on industrial payrolls, and no large volume of job-order activity would be on record. Therefore, while the cancellations of these job openings will not seriously affect the total volume of the placement business, this group represents an area in which the state employment offices, because of the growing file shortages, can not render a maximum assistance to industry in the anticipated revival of employment.

Domestic occupations have been excluded from the tabulations, since the cancellation rates reported in the group have a significance not directly related to the industrial groups under consideration. In this category turnover in the files, and the order activity, involve questions relative to such matters as wage rates, duration of job, type of openings, and urbanization of the employment office area. This group is to be the subject of a future administrative study.

In table 3 a summary is provided of some 105 occupations, representing a demand for approximately 600 jobs, which were active in Pennsylvania State Employment Clearance Service as of the end of January. Opposite each of these 105 occupations, the outside state or the name of the Pennsylvania employment office from which the clearance order originated, is indicated. These states or Pennsylvania cities represent the areas in which the listed occupations were not available within their own employment office files, and the clearance procedure was employed in an effort to obtain qualified workers to fill the positions. It will be noted that some 15 different states outside of Pennsylvania have sent requests for clearance on specific job openings. At the end of January, 25 of the local offices in Pennsylvania had clearance requests pending disposition.

Although this listing provides an additional indication of some growing labor shortages in several occupations, as well as the locations in which qualified workers are not available, another factor is also indicated which has some direct administrative significance. Thus, from a comparison of the occupations listed in Table 3 with those noted in Tables 1 and 2, there is some question as to the extent to which the local employment offices in Pennsylvania have been employing the inter-state and intra-state clearance procedures. On the surface it would appear that in many instances job orders have been cancelled by local offices without clearance to other areas within or without the state.

In summarizing the above statements and the information detailed in the attached tables, it should be pointed out that these groups indicate, in general, areas of "lost business" in employment service offices. It is possible that through local office cooperation with resident firms and industrial concerns in securing through recruiting programs, skilled, semi-skilled, and professional workers for the depleted groups, the trend indicated here might be reversed. Also, during the coming months all intake in local offices (new, renewed, reinterviewed, and reactivated occupations) could be reviewed from the viewpoint of classifying or reclassifying workers into these particular occupations. In this way the cumulative effect of these high cancellation rates and file depletions upon adequate employment office operations can be cushioned.

TABLE 1 - ORDER ACTIVITY IN SELECTED OCCUPATIONS
SHOWING HIGH CANCELLATION RATE

PENNSYLVANIA STATE EMPLOYMENT SERVICE
JULY-DECEMBER, 1939

Occupation	Order Activity July-December 1939		Number of Registered Workers	
	Cancelled	Placed	Nov. 1939	April 1940
Total 123 Occupations	11,535	3,781	27,507	64,948
Total Professional	1,275	78	1,598	3,895
Chemists, Analytical	14	3	89	171
Chemists, Industrial	25	3	66	139
Chemists, Metallurgical	20	1	29	97
Engineers, Aeronautical	6	-	3	8
Engineers, Chemical	68	-	55	83
Engineers, Civil	4	8	164	619
Engineers, Electrical	88	2	121	345
Engineers, Hydraulic	4	-	3	7
Engineers, Industrial	17	2	42	111
Engineers, Mechanical	229	8	143	295
Engineers, Metallurgical	11	-	20	24
Physicists	4	-	5	6
Aviators	5	-	4	18
Designers, Machinery and Tools	247	2	21	80
Draftsmen, Aeronautical	36	-	3	6
Draftsmen, Electrical	2	1	45	78
Draftsmen, Marine	104	-	-	5
Draftsmen, Mechanical	290	24	259	551
Draftsmen, Plumbing	2	-	4	3
Draftsmen, Structural	12	9	63	298
Draftsmen, Tool Design	20	-	7	31
Photographers, Commercial	17	3	130	259
Surveyors	15	6	153	313
Technicians, Chemical	7	6	110	213
Clerks, Time Study	28	-	59	135
Total Craftsmen	7,623	1,743	16,611	45,328
Assemblers, Final (Airplane)	589	19	15	7
Benders, Glass	54	-	4	10
Blowers, Glass	169	6	83	199
Metal Workers, Automobile	12	10	69	-
Body Workers, Wood (Automobile)	17	4	29	65
Boilermakers	111	11	644	2,818
Bushelmen	10	12	77	57
Cabinetmakers	83	61	428	1,188
Carpenters, Ship	4	1	43	90
Cigarette Makers, (Tobacco)	28	-	5	10
Designers, Die	41	-	4	7

TABLE 1 (Continued)

Occupation	Order Activity July-December 1939		Number of Registered Workers	
	Cancelled	Placed	Nov. 1939	April 1938
Die Makers (Machine Shop)	46	11	96	166
Dingmen (Automobile)	7	4	10	12
Electricians, Bench (Automobile)	14	1	71	438
Electricians, Journeyman	38	97	836	1,285
Engineers, Dinkey (Iron and Steel)	9	6	71	150
Engineers, Stationary	41	12	944	1,949
Etchers (Glass)	36	1	10	23
Fixers, Bobbin (Textile)	20	-	3	15
Fixers, Loom (Textile)	21	18	325	852
Gangers (Iron & Steel)	12	-	36	151
Grinders, Lens	91	1	36	50
Knitters, Sample (Textile)	26	1	29	91
Layout Men (Boilermaking)	11	2	12	26
Layout Men, Sheet Metal (Construction)	65	2	29	82
Linemen, (Light & Power)	34	4	257	515
Machinists, Bench (Machine Shop)	347	107	1,198	4,592
Machinists, Construction	740	19	135	281
Machinists, Precision	637	165	541	976
Machinists, Floor (Machine Shop)	39	80	1,249	4,319
Machinists, Tool	50	11	125	325
Machinists, Watch	11	-	2	4
Mechanics, (Airplane)	798	1	92	181
Mechanics, Saw Filers	16	-	2	9
Menders, Rough (Hosiery)	12	8	76	178
Operators, Roughing Machine (Watch)	27	-	1	2
Operators, Coat (Clothing)	23	-	12	85
Operators, Crane	27	14	83	369
Operators, Sewing Machine(Dble.Needle)	316	54	668	1,655
Operators, Flexplane	78	-	-	-
Operators, Mill-Boring (Foundry)	9	1	7	28
Operators, Lathe (Machine Shop)	53	48	371	1,102
Operators, Milling Machine (Mach. Shop)	62	14	200	488
Operators, Paving Machine (Constr.)	85	5	20	28
Operators, Planer (Machine Shop)	121	10	90	261
Operators, Drill-Wagon (Constr.)	91	34	39	8
Operators, Shovel-Power	156	78	372	982
Operators, Trencher Machine (Constr.)	43	-	3	9
Operators, Lathe-Turret(Mach.Shop)	1,102	82	259	594
Pattern Makers, Metal	21	3	59	206
Perchers (Textile)	3	-	11	30
Pressmen (Printing)	22	20	518	774
Quillers (Textile)	13	25	449	1,329
Repairmen, Machine	43	41	295	731
Repairmen, Sewing Machine	27	7	63	111

TABLE 1 (Continued)

Occupation	Order Activity July-December 1939		Number of Registered Workers	
	Cancelled	Placed	Nov. 1939	April 1938
Rollers, Sheet (Iron & Steel)	41	-	108	446
Seamers, Full Fashioned (Hosiery)	37	32	281	533
Sheet Metal Workers (Air Trans.)	176	9	25	37
Spinners, Frame (Textile)	83	31	355	739
Tool Makers, Bench (Machine Shop)	200	17	121	395
Tool Makers, Machine (Foundry & Machine Shop)	23	51	62	145
Toppers, Hosiery	57	37	734	1,462
Weavers, Clothing (Textile)	127	267	2,468	8,320
Welders, Acetylene (Gas)	59	46	422	1,058
Welders, Arc (Electric)	259	142	929	2,280
Total Semi-Skilled	2,637	1,960	9,298	15,725
Burners, Lead (Foundry)	28	2	7	19
Buttonhole Makers (Clothing)	16	2	46	105
Galvanizers (Foundry)	11	-	65	157
Operators, Boring Machine (Auto)	14	4	21	100
Operators, Hammer-Drop (Foundry)	52	2	58	139
Operators, Finishing Machine (Cons.)	152	1	21	48
Operators, Press-Foot (Elec. Goods)	32	-	13	62
Operators, Sewing Mach.(Single Needle)	888	1,702	6,268	9,465
Operators, Mucking Machine (Cons.)	19	-	2	1
Operators, Tube Machine-Paper (Electrical Goods)	26	1	4	9
Operators, Grader-Power (Constr.)	100	9	125	219
Operators, Press-Drill, Radial (Machine Shop)	86	14	147	325
Operators, Sewing Machine (Leather)	14	6	64	126
Operators, Calendar (Pulp & Paper)	14	-	7	21
Seamstresses (Industrial)	48	22	88	1,540
Turners, Roll (Foundry)	51	2	13	-
Turners, Roll (Iron & Steel)	70	3	27	-
Winders, Cone (Textile)	12	76	432	940
Asbestos Workers (Construction)	50	-	26	63
Blacksmiths, Tool Dressing	18	4	974	336
Chasers, Precision-Tool	6	-	1	-
Clippers, Veneer (Furniture)	6	4	3	8
Coverers, Pipe (Ship Building)	9	-	3	4
Cutters, Glass-Hand	34	-	67	279
Filterers, Sheet Metal (Constr.)	84	1	49	124
Roughers, (Iron & Steel)	286	-	115	345
Sheet Metal Workers (Constr.)	48	40	454	1,176
Spinners, Metal (Hardware)	33	1	11	20
Straighteners, Gag (Iron & Steel)	8	-	45	94
Furnacemen (Smelting & Refining)	14	1	62	-
Operators, Vibrator (Construction)	117	55	22	-
Stranders, (Iron & Steel)	271	1	54	-
Spinners, Asbestos	20	7	4	-

TABLE 2 - SELECTED OCCUPATIONS INDICATING FILE SHORTAGES
ORDER ACTIVITY JULY-DECEMBER, 1939

Occupation	Order Activity July-December 1939		Number of Registered Workers	
	Cancelled	Placed	Nov. 1939	April 1938
Total 67 Occupations	146	137	1,696	5,725
Engineers, Consulting	-	-	9	20
Absorbermen (Chemical)	-	-	1	1
Armorers (Munitions)	1	-	4	2
Assemblers, Cabinet (Radio)	3	19	41	218
Beamers (Textile)	4	-	47	194
Builders, Car (RR)	8	3	132	870
Carvers, Machine (Stone)	2	-	-	3
Carvers, Spindle (Furniture)	1	1	3	3
Coppersmiths	2	3	14	61
Cutters, Button-Pearl	1	-	23	39
Die Makers (Foundry)	1	1	8	28
Dress Tenders (Textile)	1	-	5	21
Embroiderers, Hosiery (Machine)	-	-	11	9
Fitters (Shipbuilding)	-	-	44	128
Fixers, Knitting Machine (Hosiery)	4	3	37	102
Glaziers (Automobile)	-	-	6	13
Layout Men, Pattern (Foundry)	3	-	11	43
Loftsmen (Shipbuilding)	3	-	-	4
Operators, Crane-Hot Metal(Iron & Steel)	2	2	86	446
Operators, Laminating Machine	1	1	2	3
Operators, Shaving Machine (Tanning)	1	-	18	38
Pad Makers, Presser (Machine Shop)	1	-	-	-
Pattern Makers (Knit Goods)	1	-	8	9
Reelers, (Carpets & Rugs)	1	-	5	43
Sample Makers (Textile)	6	-	4	3
Setters, Collar (Clothing)	3	6	48	119
Spring Makers (Machine Shop)	9	7	25	76
Weavers, Ribbon (Textile)	7	20	168	658
Winders, Armature-Hand (Elect. Goods)	3	2	45	103
Binders, Tobacco	1	-	63	105
Cranemen (Stone)	2	-	1	-
Drawing Frame Tenders (Textile)	1	1	34	76
Grinders, Rough (Machine Shop)	1	1	87	181
Lever Men, Hot Bed (Iron & Steel)	2	1	5	50
Lamp Makers (Electrical)	2	5	4	19
Mill Men, Sheeting (Rubber)	1	1	1	19
Milders, Bakelite	5	3	15	92
Milders, Electrical Goods	1	-	13	37
Napper Tenders (Textile)	2	-	9	26
Operators, Edger-Automatic(Hardware)	1	-	2	6
Operators, Sealing Machine-Box(Tobacco)	1	-	4	2

TABLE 2 (Continued)

Occupation	Order Activity July-December 1939		Number of Registered Workers	
	Cancelled	Placed	Nov. 1939	April 1938
Operators, Carton Making Machine (Tobacco)	1	-	13	25
Operators, Folding (Pulp & Paper)	4	-	21	60
Operators, Float-Hand	6	-	-	-
Operators, Press-Hydraulic(Mach. Shop)	2	-	80	216
Operators, Mono-Rail (Celluloid)	3	-	-	4
Operators, Carving-Multiple (Furniture)	2	-	1	9
Operators, Press, Multiple-Standard	1	1	2	12
Operators, Radial (Electrical Goods)	7	-	-	3
Operators, Winding-Skein (Dye Stuffs)	1	-	39	46
Operators, Sheet Metal (Construction)	4	4	67	124
Operators, Tenoner Machine (Lumber)	1	3	6	13
Platers, Machine (Electro)	1	-	19	40
Sewers, Cloth Ends (Textile)	3	7	27	54
Winders, Hard Silk	4	13	90	136
Aligners, Condensor (Radio)	-	-	3	18
Bevelers (Construction Material)	1	-	8	30
Builders, Top (Automobile)	-	-	-	26
Cutters, Rib (Hosiery)	-	-	1	3
Filterers, Transparent (Wrapping Material)	1	-	1	2
Molders, Nonferrous Metals(Elect.Goods)	1	2	3	13
Polishers, Glass (Automobile)	-	-	44	126
Rollers-Hand (Cigar)	1	15	126	388
Sheet Metal Workers (Automobile)	9	9	88	471
Solderers, Torch (Auto)	2	1	7	8
Twisters (Tobacco)	1	-	5	24
Wiremen, Body (Automobile)	1	2	2	4

TABLE 3 - CLEARANCE ORDERS PENDING
JANUARY 31, 1940

Occupation	Order Holding Offices (Areas of Shortages)
Anesthetists	Nebraska
Axle Turner	New York
Baker, Hearth	Williamsport
Beamer (Textile Yarns)	New Jersey
Blacksmith-Foreman	Illinois
Bisque Kiln Setter	New York
Blowers, Glass	Philadelphia; New York
Boring Mill Hand	New York
Buyer, Dress Shop	Massachusetts
Catcher (Iron & Steel)	Maryland
Car Wheel Borer	New York
Case Supervisor	Maryland
Case Worker	Maryland
Chemist, Dye	New York
Chemist, Metallurgical	Maryland; Pittsburgh
Cutter, Hub, Jewelry	Missouri
Designer, Machine	Ohio; New Jersey; Lancaster
Designer, Mechanical	Indiana
Die Maker, Box	Maryland; Meadville
Die Maker, Wire Mill	New York; New Jersey
Die Sinker	New York; Ohio; Iowa
Dingmen, Auto	Johnstown
Dipper	New York; Wilkes-Barre
Draftsmen, Electrical	Pittsburgh
Draftsmen (Structural)	New York; Williamsport
Drop Hammerman (Foundry)	New York
Operators, Warner-Swazey Lathe	Connecticut; Williamsport
Operators, Horizontal Boring Mill	Massachusetts; New York
Operators, Vertical Boring Mill	New York; Chester
Operators, Milling Machine	California; New York
Operators, Sheet Metal Machine	California
Operators, J. & L. Turret Lathe	New York; Connecticut; Philadelphia
Operators, Toolmakers Lathe	New Jersey
Operators, Engine Lathe	New York
Operators, Boring Mill, Lucas	Connecticut
Operators, Boring Mill, Bullard	Connecticut
Operators, Radial Drill	New York
Operators, Boring Drill	New York
Operators, Hand Screw Machine	New York
Operators, Ditcher Trenching Machine	Huntingdon
Operators, Bonnaz Embroidery Machine	Johnstown
Operators, Linotype	Charleroi
Operators, Enrober Machine	Wilkes-Barre
Operators, Grader, Form	Carlisle
Operators, Sub-Grade	Carlisle

TABLE 3 (Continued)

Occupation	Order Holding Offices (Areas of Shortages)
Operators, Paver	Carlisle
Operators, Grader, Construction	Carlisle
Operators, Concrete Spreader	Carlisle
Operators, Finishing Machine	Carlisle
Operators, Cement Bin	Carlisle
Electricians	West Virginia
Engineers, Electrical	Erie
Engineers, Chemical	Delaware
Engineers, Industrial	Indiana; Illinois; Ohio
Engineers, Mechanical	Maryland; Illinois; Ohio; Norristown
Enameler, Jewelry	Missouri
Engraver, Copper Wheel Glass	Illinois
Feeder, Cylinder Press	Maryland
Finishers, Concrete Pavement	Carlisle
Fixer, Loom, Box-type	Coatesville
Footer, Hosiery	Towanda
Foundry Superintendent	Massachusetts
Furnaceman, Foundry	Philadelphia
Gaffer, Offhand glass worker	Ohio
Glass Cutter	Rochester
Glass Kiln Setter	New York
Grinder, Roll	West Virginia
Gas Producers Men	Maryland
Instrument Maker	New Jersey
Lay-out Men, Engineering	Williamsport
Layer-out	Delaware
Layout Men, Steel Plate	Lebanon
Ladleman, Iron & Steel	Philadelphia
Maker, Leather Belts	Johnstown
Machinist, Bench and Floor	New York
Machinist, Repair	New York
Machinist	West Virginia; New York; Philadelphia
Machinist, Precision	Maryland; New York; Pottstown; Philadelphia; Chambersburg
Metallurgist	Massachusetts
Mechanic, Maintenance	New York
Mechanic, Aircraft & Engine	Maryland
Milling Machine Hand	New York
Pipe-fitters	West Virginia
Plush Weaver, Textile	New Jersey
Pattern Makers, Wood	California
Planer, Hand	New York
Personnel Director	Illinois

TABLE 3 (Continued)

Occupation	Order Holding Offices (Areas of Shortages)
Press Smith, Foundry	Tennessee
Pottery Liner	New York
Pilot, Instructor	Nebraska
Pipe Cover, Asbestos	Delaware
Pressman, Cylinder	Maryland
Polisher, Jewelry	Missouri
Repairman, Air Brakes	New Jersey
Repairman, Watch	New Castle
Roll Turner	Ellwood City
Roughers, Iron & Steel	Maryland
Selector	New York
Spring Maker	Pittsburgh; New Kensington
Tinsmiths	New Jersey
Toolmaker	Massachusetts; New York; Williamsport
Tool Grinder	New York
Tool Maker, Jewelry	Missouri
Upholsterer, Furniture	Shenandoah
Weaver, Textile	New Jersey; New York; Coatesville
Welders, Arc & Acetylene	Virginia; New Jersey
Wheel Presser	New York

* * * Job Mobilization Program * * *

SPECIAL BULLETIN - VOCATIONAL TRAINING SERIES

THE TRAINING OF "APPRENTICES" AND "LEARNERS" TO MEET SHORTAGE OF SKILLED WORKERS

-ooo-

Prepared in Cooperation with
The Department of Public Instruction
and
The Pennsylvania State Chamber of Commerce

* * * January 23, 1940 * * *

Pennsylvania Job Mobilization Committee

WALTER D. FULLER, Chairman
WILLIAM A. HEMPHILL, Executive Director

Room 100, Capitol * * * Harrisburg

REPORT

TO

THE HONORABLE ARTHUR H. JAMES

GOVERNOR OF THE COMMONWEALTH OF PENNSYLVANIA

ON

THE JOB MOBILIZATION PROGRAM IN PENNSYLVANIA

NOVEMBER 15, 1939 to MAY 1, 1940

May fifteenth
Nineteen forty

LETTER OF TRANSMITTAL

W. D. FULLER
CHAIRMAN

WM. A. HEMPHILL
EXECUTIVE DIRECTOR

COMMONWEALTH OF PENNSYLVANIA
JOB MOBILIZATION COMMITTEE
ROOM 100---CAPITOL BUILDING
HARRISBURG

May Twenty-eighth
Nineteen Forty

The Honorable Arthur H. James
Governor of the Commonwealth of Pennsylvania
Harrisburg, Pennsylvania

Dear Sir:

Complying with your request, a report of the Campaigns activities conducted under the Job Mobilization Program in the Commonwealth of Pennsylvania from November 15, 1939 to May 1, 1940, has been completed.

In the preparation of this report we have endeavored to record the story of how ten thousand citizens of this Commonwealth were organized in a new and great civic experiment to alleviate unemployment and relief, how the campaigns were conducted and what accomplishments were achieved.

Out of this State-wide humanitarian effort there emerged certain experiences which prompt us to submit within the report a number of significant recommendations for your consideration.

The story of the Job Mobilization Program is set forth in the attached report which is respectfully submitted herewith.

Very truly yours,

W. D. Fuller

WALTER D. FULLER
Chairman of the
Job Mobilization Committee

Wm. A. Hemphill

WILLIAM A. HEMPHILL
Executive Director

CONTENTS OF FOLDER I OF JOB MOBILIZATION COMMITTEE, CONTAINING PUBLICITY ISSUES, BULLETINS, PRESS RELEASES, SPEECHES AND OTHER MISCELLANEOUS LITERATURE.

W. D. Fuller's Letter to Pennsylvania Business Associations - Nov. 9, '39

News Release - Nov. 16, '39

News Release - Nov. 17, '39

Address of Wm. A. Hemphill, before the Brookline Parent-Teachers Association; Hanover Township, Delaware County - Nov. 16, '39.

News Release - Nov. 20, '39

Press Release - Nov. 20, '39

Address of Walter D. Fuller, before the Philadelphia Retail Forum, Ritz-Carlton Hotel, Philadelphia - Nov. 20, '39.

News Releases - Nov. 21, '39 (2)

News Release - Nov. 22, '39

Committee on Women's Cooperation

Bulletin No. 1 to County Chairmen - Nov. 22, '39. (W. D. Fuller)

News Release - Nov. 22, '39

Bulletin No. 1 to County Chairmen (Wm. A. Hemphill)

News Release - Nov. 22, '39

News Releases - Nov. 24, '39 (2)

Letter to Secretaries of Trade Associations, by George I. Fisher - Nov. 24, '39

Letter to Legion Auxiliary Presidents, by Mrs. LeRoy Bidelman

News of the Week No. 1 - Nov. 24, '39

Pennsylvania Job Mobilization Committee Field Organization

News Release - Nov. 25, '39

News Release

Transmittal Letter of Placement Form - Parts I, II and III, to Local Committee Chairmen and Field Representatives - Nov. 27, '39.

Form - "For Approval"

News Releases - Nov. 28, '39 (2)

TRAINING OF "APPRENTICES" AND "LEARNERS" TO MEET SHORTAGE OF SKILLED WORKERS

Shortage of skilled workers for various trades and occupations is a condition facing many employers. Confirmation of the condition comes from public employment office managers and from personnel directors of employing establishments. High average age of skilled master craftsmen, at the present time, is cited as an alarming prospect for the future unless more extensive training of younger workers is immediately instituted. Causes of the conditions are generally obvious and need not be reviewed excepting to cite the depression as a principal factor. In some communities attention is already being given to the problem.

The term "skilled workers" is rather indiscriminately used but may definitely be divided into two classifications, which have been adopted by vocational education authorities, Federal and State Labor Departments and by organizations of employers and employes generally as follows:

1. Apprentice

> The term "apprentice" shall mean a person at least 18 years of age who is covered by a written agreement with an employer, or with an authorized agent of an employer, and approved by the State Apprenticeship Council, which apprentice agreement provides for not less than 4,000 hours of reasonably continuous employment for such person, for his participation in an approved schedule of work experience through employment and for at least 144 hours per year of related supplemental instruction. (Adopted by Pennsylvania State Apprenticeship Council created by the Governor in the Department of Labor and Industry to conform with regulations under Federal Wage and Hour Law)

2. Learner

> The term "apprentice" should not be confused with that of "learner," regardless of the fact that similar methods may be used to educate these two distinct types of workers. A "learner" is a young worker at least 16 years of age employed on a job requiring a limited degree of skill and knowledge and who needs less than 4,000 hours (two years) of work on the job to develop skill and proficiency. With this distinction clearly in mind, it is apparent that apprentice education

should be treated without reference to the problem of "learners." (Bulletin No. 338, page 7, Pennsylvania Department of Public Instruction, on "Apprentice Education Program and Plan of Cooperation With Other Agencies.")

Three elements are generally present in consideration of plans for training of workers:

1. Employer;

2. Employes in the particular trade or occupation in which workers are to be trained;

3. Vocational education facilities available in the community in which the training is to be given.

It is of course advisable if not essential that all of those elements cooperate and especially that the public vocational education facilities, existing, or possible of establishment be explored and utilized whether they be operated in the employing establishment, in the school structures or in combined program.

Standards and procedure for training of workers in Pennsylvania are under jurisdiction of the Department of Public Instruction and local school districts, when public school facilities are utilized.

Training of workers is not, however, definitely regulated or prescribed by legislation in Pennsylvania, unless employers plan to pay "apprentices" or "learners" less than the minimum wage required in all occupations covered by the Federal Wage and Hour Law -- 30 cents an hour minimum until October 24, 1945, when the rate goes to 40 cents, or higher minimum rate prescribed by the Administrator upon recommendation of Industry Committees for specific industries or occupations. In such cases, the Administrator of the Federal Wage and Hour Law may issue special certificates, "to the extent necessary in order to prevent curtailment of opportunities for employment," for employment of "apprentices" and "learners" at wages lower than the minimum prescribed in the Federal statute. (Section 14, Federal Wage and Hour Law.)

Certificates for such lower wage employment of "apprentices" and "learners" can be obtained only upon application to the Administrator of the Federal Wage and Hour Law under regulations which have been promulgated by the Administrator. Application for "learners" certificates may be made directly to the Administrator. In the case of "apprentice," the first contact must be made with the State Apprenticeship Council in the Department of Labor and Industry which, as an intermediate agency, must approve each apprentice agreement. In the cases of both "apprentices" and "learners" applications, the lower wages are not effective until the special certificates are definitely issued by the Administrator of the Federal Law.

Public Vocational School Facilities

The Pennsylvania Department of Public Instruction will cooperate to the fullest extent possible in making its facilities and services available in the training of workers.

Supervision and administration of vocational education in the general communities is, however, the responsibility of the local school district.

If a school district or an industrial plant is able to provide equipment, facilities, and a properly certificated teacher, a class in industrial or distributive education may be started, with cooperation of the public schools, when ten or more persons signify their desire for instruction.

In all such cases, however, the interested persons, including especially the authorities of the local school district, should communicate with the State Department of Public Instruction, in advance of taking definite action, to determine whether it will be possible for the salary of the teacher to be reimbursed in full from State and Federal vocational funds.

Appended is a statement from the Department of Public Instruction setting forth its cooperative possibilities. Particular attention is also

directed to the list of various types of trade instruction offered in school districts of the Commonwealth during the last school year, and the list of local public school Directors of Vocational Education.

TRAINING OF "LEARNERS," AT LOWER WAGES THAN THE FEDERAL WAGE AND HOUR LAW MINIMUM

"Learners" may be trained for their tasks either in the industries or in cooperation with the vocational public school system. Pennsylvania employers are not definitely required by law to make contact with any State agency in considering employment of "learners."

If however, employers desire to employ "learners" in occupations covered by the Federal Wage and Hour Law and at wage rates less than the minimum designated in the law, such employers must obtain permission from the Administrator of the Federal statute by application direct to the Wage and Hour Division, U. S. Department of Labor, Washington, on official forms furnished by the Division. Such employer must also post a notice of his application on an official form in each department of the plant in which he proposed to employ learners at less than the minimum wage.

Regulations, Part 522, officially issued by the Federal Wage and Hour Division, set forth in detail the procedure through which application may be made for employment of learners at less than the minimum legal wage whenever such employment is believed necessary to prevent curtailment of employment opportunities. In such procedure, of course, prior approval of the State Apprenticeship Council of the Department of Labor and Industry is not required.

The Administrator, or his authorized representative, may, if deemed desirable, hold a hearing upon the facts set forth in the employer's application and either deny the application or issue a special certificate against which objections may be filed within 15 days and upon adequate

reasons a hearing held.

Special certificates are not applicable to more than one plant and must be posted in the department where learners are employed. When an employe completes the learner period, the employer must issue a statement in triplicate on an official form, one copy going to the worker, one copy to be retained and one copy to the Wage and Hour Division.

"APPRENTICE" TRAINING, AT WAGES LESS THAN THE FEDERAL WAGE AND HOUR LAW MINIMUM

In both the Federal and Pennsylvania governments are two separate committees or councils concerned with training of apprentices. One such committee or council in each government, deals with the subject primarily from the standpoint of labor standards, the other deals exclusively with the educational phases of the program. The groups are:

1. On Labor Standards -

   (a) Federal Committee on Apprenticeship
   Division of Labor Standards
   U. S. Department of Labor

   (b) State Apprenticeship Council
   Pennsylvania Department of Labor and Industry

2. On Education -

   (a) Vocational Education Division
   Office of Education
   Public Security Agency

   (b) State Apprenticeship Council
   Pennsylvania Department of Public Instruction

From the viewpoint of the Pennsylvania employer, the above designated agencies are merely cooperative; but the Council in the Department of Labor and Industry becomes regulatory when an employer desires to employ apprentices in occupations covered by the Federal Wage and Hour Law and at wage rates less than the minimum designated in the law.

The Federal Wage and Hour Law is administered by a Division in the

Federal Department of Labor in which Department also is established the above cited Federal Committee on Apprenticeship.

The Administrator, an official in the Federal Department of Labor, outlines requirements with respect to employment of apprentices in Regulations, Part 521. In those official regulations the definition of "apprentice" -- previously cited -- requires that the written apprenticeship agreement be "approved by the State Apprenticeship Council." The only State Apprenticeship Council recognized by the Federal Department of Labor for approval of apprenticeship agreements, submitted to the Wage and Hour Division of the Federal Department of Labor, is a Council established in the State Labor Department. (See U. S. Department of Labor Bulletin No. 27, "The Apprentice and the School," definition of apprentice, page vi)

In Pennsylvania, a State Apprenticeship Council has, for a number of years, been established in the Department of Public Instruction. It was necessary however for the Governor to create, by executive order, another State Apprenticeship Council in the Department of Labor and Industry, in order that Pennsylvania employers could avail themselves of the apprenticeship approval requirements of the Federal Wage and Hour Law. In each of the two State Councils, the employe, the employer and the public is represented.

Pennsylvania employers desiring to train apprentices in occupations subject to the Federal Wage and Hour Law and at wages less than the minimum specified in the Act should, as a preliminary step, communicate with Frank K. Boal, Deputy Secretary, Department of Labor and Industry, Harrisburg.

The Council in the State Department of Labor and Industry has established the following minimum apprenticeship labor standards:

<u>Minimum Apprenticeship Labor Standards</u>

1. A written agreement between the employer or an authorized agent of the employer and the apprentice covering a trade requiring 4,000 or more hours to learn.

2. A schedule of the trade processes in which apprentices are to receive experience.

3. 144 hours per year of related classroom education each year of the apprenticeship for each apprentice.

4. A statement of the daily and weekly hours of work to be required of apprentices, which shall not exceed the maximum hours of work allowed by law for a person of the age and sex of the apprentice.

5. Supervision of the apprenticeship system by a Joint Committee, of an equal number of employers and employes.

6. Wages for apprentices to be a graduated percentage of the wage paid journeymen in the trade equal to approximately 50% of the journeymen's wage during the apprenticeship period.

7. Apprentice agreements to be submitted to the State Council for approval, if approval is in the best interests of the apprentice.

8. Apprentices to be furnished reasonably continuous employment throughout the term of apprenticeship.

9. Apprenticeship complaints to be adjusted by a joint apprenticeship committee with the opportunity of appeal to the State Apprenticeship Council.

PROCEDURE TO BE FOLLOWED IN SUBMITTING APPRENTICE AGREEMENTS TO THE STATE APPRENTICESHIP COUNCIL OF THE DEPARTMENT OF LABOR AND INDUSTRY FOR APPROVAL WHERE EXEMPTIONS UNDER THE FAIR LABOR STANDARDS ACT ARE SOUGHT

The following statement regarding procedure has been officially issued by the State Apprenticeship Council of the Department of Labor and Industry. Attention is called to Item 11 which indicates that approval by the State Council is merely an intermediate step in obtaining a certificate from the Federal Administrator.

In order that all requests for approval of Apprentice Agreements may be handled without delay and without the necessity of additional correspondence and investigation, the employer making the request should adhere to the requirements of the regulations set forth by the Administrator of the Fair Labor Standards Act:

1. There must be a separate agreement for each apprentice.

2. Submit evidence to support the claim that it requires 4,000 or more hours of employment to train a person of normal intelligence for the trade designated in the agreement.

3. Give the wage rate of journeymen employed by him in the trade in which the apprentice is indentured.

4. Provide in the agreement itself a progressive scale of wages to be paid the apprentice, to average approximately 50% of the journeyman rate in the trade during the period of apprenticeship.

5. Give the total number of journeymen employed in the shop and in the trade in which the apprentice is indentured.

6. Give the total number of apprentices now employed in that trade in the shop.

7. Provide information concerning the length of time the apprentice has worked in the trade prior to the signing of the agreement and the amount of credit on the term of apprenticeship allowed for such work.

8. Give the name of the school in which the apprentice is enrolled to receive at least 144 hours per year of related instruction, the time of day of such instruction, and whether the apprentice is to be paid for school time. (If school attendance is not to be paid for and is held outside of working hours, a statement to this effect should be shown in the Apprentice Agreement.)

9. Give the maximum ratio of apprentices to journeymen which will not be exceeded.

10. Submit 4 signed copies of the Apprenticeship Agreement for approval. (The copy that is to be submitted to the Administrator, a copy for the employer, a copy for the apprentice, and a copy for the State.)

11. The apprentice cannot be legally employed at less than the minimum wage applicable under the Fair Labor Standards Act until the special certificate is issued by the Administrator of the Wage and Hour Division. An intermediate step is the approval of the Apprentice Agreement by the State Apprenticeship Council.

COOPERATION BY THE DEPARTMENT OF PUBLIC INSTRUCTION

The services of the Department of Public Instruction, through the local school districts, are available for the training of workers. This Department promotes part-time or evening trade extension courses for adults, retraining classes for persons who wish to be prepared for new occupations. Conferences in foreman training for persons employed in supervisory work, and

classes in the distributive occupations for those who are directly engaged in merchandising activities are also possible.

The supervision and administration of vocational education is the responsibility of the local school district. The names of the trades offered in the several districts during the last school year are shown on a following list. Courses other than those mentioned may be established if the need arises. If a school district or an industrial plant is able to provide equipment, facilities, and a properly certificated teacher, a class in industrial or distributive education may be started when ten or more persons signify their desire for instruction. The salary of the teacher may be reimbursed 100 per cent from State and Federal vocational funds.

Also following is a list of the school districts offering trade and industrial courses. The name of the person responsible for the direction of each program is shown. In these districts the persons named should be approached when the need for establishing classes is felt. In addition, a county list and the names of six industrial education area coordinators who are responsible for the supervision of industrial education in these counties is presented. These men are available for advice in establishing trade and industrial classes. They will render consultatory service to industry in matters of vocational education upon request.

Any employer whose employees desire service in trade and industrial or distributive education should communicate with the aforementioned persons.

TRADE AND INDUSTRIAL OFFERINGS IN PENNSYLVANIA PUBLIC SCHOOLS, 1939-40

Aeroplane Mechanics
Air Conditioning
Auto Mechanics
Beauty Culture
Bricklaying
Boatbuilding
Ceramics
Chemistry (Industrial
Commercial Art (Show Card Writing)
Drafting (Architectural
Drafting (Blue Print Reading)
Drafting (Industrial Design)

TRADE AND INDUSTRIAL OFFERINGS (Continued)

Drafting (Mechanical)
Drafting (Sheet Metal)
Drafting (Structural)
Drafting (Tool Design)
Dressmaking
Electrical Appliances
Electrical Construction
Electrical Power
Electrical Radio and Telephony
Electrical - Radio Servicing
Electrical Wiring
Electroplating
Foods
Foremanship
Firemanship
Fur Design
Instrument Making
Interior Decorating
Joinery
Meat Cutting
Metal Trades - Blacksmithing
Metal Trades - Boilermaking
Metal Trades - Coppersmithing
Metal Trades - Foundry Practice
Metal Trades - Mach. Shop Pract.
Metal Trades - Plumbing and Pipefitting
Metal Trades - Sheet Metal
Metal Trades - Steel Production
Metal Trades - Structural
Millinery
Mining - Anthracite
Mining - Bituminous
Music
Painting
Paperhanging
Petroleum and Natural Gas
Power Plant Engineering
Printing
Radio Tube Manufacturing
Refrigeration
Restaurant Practice
Sailmaking
Ship Fitting
Ship Wrighting
Shoe Manufacturing
Surveying
Tailoring
Textiles
Textiles, Machine Manufacturing
Textiles, Power Machine Operating
Waitress Training
Watch Making
Welding
Woodworking - Cabinet Making
Woodworking - Carpentry
Woodworking - General
Woodworking - Patternmaking

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

Paul L. Cressman, Director of Vocational Education, Department of Public Instruction, Harrisburg
Lane C. Ash, Adviser, Industrial Education, Department of Public Instruction, Harrisburg
Harold N. Cooley, Adviser, Industrial Education, Department of Public Instruction, Harrisburg

INDUSTRIAL EDUCATION AREA COORDINATORS

EASTERN AREA

Counties -		Coordinator
Bucks	Philadelphia	W. E. Brunton
Lehigh	Wayne	Bennett Hall
Monroe	Pike	University of Pennsylvania
Northampton		Philadelphia, Pennsylvania
Berks	Lancaster	Coordinator
Chester	Lebanon	Richard W. Hartmann
Delaware	Montgomery	Bennett Hall
		University of Pennsylvania
		Philadelphia, Pennsylvania

INDUSTRIAL EDUCATION AREA COORDINATORS (Continued)

CENTRAL AREA

Counties -

		Coordinator
Adams	Montour	Urein Roentree
Bradford	Northumberland	Education Building
Carbon	Perry	Pennsylvania State College
Columbia	Schuylkill	State College, Pennsylvania
Cumberland	Susquehanna	
Dauphin	Sullivan	
Lackawanna	Tioga	
Luzerne	York	

		Coordinator
Bedford	Huntingdon	C. C. Cavany
Blair	Juniata	Education Building
Cambria	Lycoming	Pennsylvania State College
Cameron	McKean	State College, Pennsylvania
Centre	Mifflin	
Clearfield	Potter	
Clinton	Snyder	
Elk	Tioga	
Franklin	Union	
Fulton		

WESTERN AREA

		Coordinators
Allegheny	Indiana	Dr. Andrew Triche
Armstrong	Jefferson	Charles A. Hoffmaster
Beaver	Lawrence	Cathedral of Learning
Butler	Mercer	University of Pittsburgh
Clarion	Clearfield	Pittsburgh, Pennsylvania
Crawford	Venango	
Erie	Warren	
Fayette	Washington	
Forest	Westmoreland	
Greene		

PENNSYLVANIA SCHOOL DISTRICTS OFFERING TRADE AND INDUSTRIAL COURSES

School District and County	Superintendent or Supv. Prin. of Schools	Person Responsible for Direction
Abington, Montgomery	Joseph C. Weirick, Supt.	
Aliquippa, Beaver	Lytle M. Wilson, Supt.	E. W. French, Ind. Dept. Head
Allentown, Lehigh	William L. Conner, Supt.	N. A. Butz, Dir., Ind.Ed.
Altoona, Blair	Levi Gilbert, Supt.	William Gibbons, Director
Ambridge, Beaver	J. R. Miller, Supt.	E. M. Cass, Director
Arnold, Westmoreland	H. L. Holste, Supt.	H. H. Singer, Voc. Supv.
Beaver Falls, Beaver	J. Roy Jackson, Supt.	Lester L. Fehr, Director
Bethlehem, Northampton	W. H. Weiss, Supt.	Paul Wemmert, Director
Braddock, Allegheny	T. C. Evans, Supt.	J. P. Manning, Director
Bradford, McKean	Floyd C. Fretz, Supt.	Edward C. Batabrooke, Dir.
Carlisle, Cumberland	J. W. Potter, Supt.	E. I. Eastep, Director
Chambersburg, Franklin	U. L. Gordy, Supt.	C. Fm. Drosey, Instructor

Pennsylvania (Good Air Grp. (Continued)

School District and Hospital	Superintendent or Supt. Prin. or Trustee	Person Responsible for Direction
Charleroi, Washington	Thomas M. Williams, Supt.	S. J. Patterson, Director
Chestnuts Twp., Butler	F. [illegible], Supt. Chaine Tors	[illegible] Merdin, Director
Chester, Delaware	F. Norman Fritz, [illegible]	Frank Carter, Director
Clairton, Allegheny	H. D. Teal, Supt.	Wilbur K. Moses, Director
Coatesville, Chester	H. H. Vanderslice, Supt.	J. L. H. Martin, Director
Corry, Erie	Ralph E. Dewey, Supt.	Perry C. [illegible], Dir.
Derry Tsp., Dauphin	J. I. Baugher, Supt., Hershey	[illegible], Director [illegible] Chamberlain
DuBois, Clearfield	B. E. Kelagan, Supt.	
E. Huntingdon Twp., Westm'd	A. F. Green, Supv. Prin., Alverton	T. [illegible] Shuler, William Hulton, Coordinator
Eddystone, Delaware	W. M. Krell, Supv. Prin.	[illegible] Jeffrey, Director
Erie, Erie	C. Hansen Grone, Supt.	[illegible], Supervisor
Hanover, York	Robert A. Bamhus, Supt.	[illegible], Coordinator
Harrisburg, Dauphin	R. H. Abernethy, Supt.	[illegible]
Hazleton, Luzerne	Thomas L. Kingle, Supt.	[illegible]
Homestead, Allegheny	Fort Ickles, Supt.	[illegible]
Johnstown, Cambria	L. D. Ackester, Supt.	[illegible]
Lancaster, Lancaster	Harvey A. Smith, Supt.	[illegible], Director
Latrobe, Westmoreland	J. G. Hulton, Supt.	
Lebanon, Lebanon	H. H. Hodge, Supt.	George K. Dannold, Dir.
Lewistown, Mifflin	C. V. Erdley, Supt.	William Hunkle, Director
Lock Haven, Clinton	J. F. Fuderbaugh, Supt.	R. L. Fletcher, Director
McKeesport, Allegheny	J. H. Lawson, Supt.	Herb Johnson, Director
Midland, Beaver	R. E. Bazard, Supt.	F. D. Bohner, Director
Monessen, Westmoreland	A. J. Goetze, Supt.	Thomas F. Brenton, Coordinator
New Kensington, Westmoreland	L. T. Chapman, Supt.	J. A. Miller, Director
Norristown, Montgomery	H. O. Bletrion, Supt.	[illegible] Hodge, Director
North Braddock, Allegheny	[illegible] Luerner, Supt.	C. H. Geisler, Director
Oil City, Venango	Vaughn F. [illegible]	
Philadelphia, Philadelphia	A. J. Stoddard, Supt.	J. F. Brogan, Acting Dir.
Phoenixville, Chester	Martin L. Pelera, Supt.	E. G. Clapton, Director
Pittsburgh, Allegheny	Ben G. Graham, Supt.	F. S. Boland, Dir., Tr. Training
Pottstown, Montgomery	F. M. Heinton, Supt.	W. J. Gressman, Director
Pottsville, Schuylkill	L. A. Bulahn, Supt.	E. F. Herberger, Director
Quakertown, Bucks	Jos. S. Nolding, Supv. Prin.	Ralph C. Yeomich, Dir.
Reading, Berks	Thomas H. Ford, Supt.	J. L. Kreider, [illegible]
Ridley Twp., Delaware	G. H. Norgart, Supv. Prin., Woodlyn	Warren F. Guss, Director
Turtle Creek, Allegheny	E. F. Lantz, Supv. Prin.	J. A. Linton, Director
West Chester, Chester	G. A. Staison, Supt.	D. F. McDonnell, Director
Wilkinsburg, Allegheny	F. G. Graves, Supt.	[illegible], Director
Williamsport, Lycoming	A. M. Weaver, Supt.	[illegible], Director
Wilmerding, Allegheny	R. T. Reist, Supv. Prin.	[illegible]
York, York	A. W. Ferguson, Supt.	F. [illegible]
Zerbe Twp., Northumberland	F. S. Roetling, Supv. Prin., Irwin	[illegible]

* * * Job Mobilization Program * * *

PROCEDURE BULLETIN NO. 7

OCCUPATIONAL TRAINING AND RETRAINING

Part I

OCCUPATIONAL RETRAINING

In cooperation with
The Department of Public Instruction
The Department of Public Assistance
The Department of Labor and Industry
(State Employment Service)

* * * April 15, 1940 * * *

Pennsylvania Job Mobilization Committee

WALTER D. FULLER, Chairman
WILLIAM A. HEMPHILL, Executive Director

Room 100, Capitol * Harrisburg

CONTENTS

	Page
OCCUPATIONAL RETRAINING	
Introduction	1
Funds Now Available	1
Some Basic Principles	2
THE RETRAINING ACT	
Title of the Act	3
Coordination for Expansion of Retraining	3
ORGANIZATION	
The First Step	4
Organization and Functions	4
County Employment Council and County Advisory Occupational Adjustment Committee	4
Local Employment Council and Local Occupational Adjustment Committee	5
Local Vocational Project Advisory Committee	5
Occupational Adjustment	6
PROCEDURE	
Initial Survey	6
Selection of Projects	7
Type of Training	7
Selection of Trainees	8
Area Coordinators Will Assist	8
The Project Teacher -- Selection, Qualifications, etc.	9
Application Forms	9
The Course of Study	10
Placement and Follow-up	10
Housing Facilities	10
PROJECTS	
Definition	11
Suggested Projects	11
FINANCING THE LOCAL PROGRAM	
INSERT - The Wage and Hour Act and Plant Training Projects . Following Page	12
APPENDIX	13
Household Service Occupations Training Program	
A Suggested Outline of Instruction	
Home Hygiene and Care of the Sick	
Bibliography	

April 15, 1940

Pennsylvania Job Mobilization Committee

PROCEDURE BULLETIN NO. 7

OCCUPATIONAL TRAINING AND RETRAINING

* * * * * *

Part I

OCCUPATIONAL RETRAINING

Lack of specific skills and training among many of the potential workers on direct relief has presented one of the gravest problems encountered by the Job Mobilization Committee.

"What can be done to make relief recipients more employable, to get them off relief rolls, and to put them to work in jobs that actually exist for those who possess the required skills and abilities?"

This is the question that faced the Job Mobilization Committee almost from the first day that its program was launched, last November 15. As the weeks passed the problem became increasingly serious.

Surveys revealed that there was need for qualified workers in almost 300 different occupational classifications, most of them in the skilled and semi-skilled trades. Jobs were available, but there was actual evidence that acceptable trained workers were not available to fill them.

Pennsylvania's relief tax burden is now continuing at $1,400,000 each week. During the year 1939 the total cost of direct relief was $92,000,000, providing for an average of 744,000 men, women, and children. Therefore, it is natural that the Committee's attention be centered on possibilities for training and retraining selected relief and other employables in order that those who are qualified might be equipped to step from relief rolls to pay rolls.

In presenting herewith a suggested plan whereby local communities may attack this problem of relief cost reduction, the Job Mobilization Committee calls attention to the fact that similar efforts have aided one community (Williamsport) to train or retrain and give employment to youth and adults representing a full one-tenth of its population over a period of less than ten years.

Scores of other industrial communities, with the right type of coordination and cooperation, should be able to reduce greatly the unemployment and relief problem with long-range vocational training and retraining programs.

FUNDS NOW AVAILABLE

For the past five years the State of Pennsylvania has set up a special fund for distribution to school districts, for payment of salaries to teachers of retraining courses. For the current biennium this work is being conducted under the provisions of what is known as the Woodside Act of 1939, Act 389.

So important have retraining courses become that funds available under the Act for the 1939-40 school year were completely allocated early last fall.

To assist in meeting the emergency created by the increasing demand for vocational training and retraining, the Superintendent of Public Instruction will receive applications for new projects. Each application will be considered on its merits. If the application is approved, the Superintendent of Public Instruction will recommend to the Budget Secretary that funds be allocated for the payment of the salary of the project teacher.

Therefore, new retraining classes, as found desirable, should be started as soon as possible under supervision of the local public schools. It is suggested that initial steps be taken by the manager or a designated representative of the various local and district offices of the State Employment Service, in cooperation with local school administrators and active members of local Job Mobilization Committees.

Since various State Departments are so vitally concerned with the organization, operation, and results to be obtained, the Job Mobilization Committee has volunteered to act as coordinator, and presents herewith a Procedure Bulletin as a guide to its county and local committee chairmen, and to the various representatives of the State Departments at Harrisburg and in the field.

The retraining program suggested here represents the cooperative effort of various agencies of State Government -- the Department of Public Instruction, the Department of Labor and Industry through its State Employment Service, and the Department of Public Assistance. This cooperative arrangement carries through to communities where the local activities of these departments are extended -- to the various School Districts, the local State Employment Offices, and the County Boards of Assistance.

Since the program is educational in nature, and affects local business and industry, the schools and the employers have a vital interest in its success, as have taxpayers who are anxious to reduce the burden of relief.

SOME BASIC PRINCIPLES

Because the primary purpose of training or retraining of individuals is to reduce relief and unemployment lists, the following basic principles are to be observed in establishing and conducting retraining projects:

1. Select projects for training and retraining in those occupations that offer the best placement opportunities within the community, preferably those occupations in which a real need exists for qualified workers.

2. In any one project, should it be found desirable, training and retraining may be offered to more individuals than are estimated to meet existing occupational demands, provided there is reasonable assurance that the training will lead to employment within a short time.

3. It is preferable that a majority of trainees selected for training and retraining shall be on direct relief at the time of enrollment. If, during the course of training, any relief trainee is removed from the relief roll, he or she shall be permitted to continue in the course, if able to do so, until the instruction is completed.

4. Selection of the trainees shall be made cooperatively by (1) the County Board of Assistance, (2) the local State Employment Office, and (3) the teacher and local Superintendent of Schools, who shall have responsibility for final selection. Classes of 20 trainees are most desirable, but each class must contain a minimum of 15.

5. By obtaining approval of the training or retraining program as a special project by the County Board of Assistance, as the equivalent of Relief Work under the Pierson Act (Act 401, Session of 1939) trainees from relief rolls may be given credit for earning their grants and be exempted, to the extent of this credit, from any other work assignments during the training period.

6. Projects may be set up either in existing shops of local schools or in industrial shops, mills, or factories. In all cases they should be established under the direct supervision of the local School District, and all regulations of the Woodside Act are to be observed in order that the salaries of teachers may be paid by the Department of Public Instruction.

7. Each project is to be operated as a single unit in segregated groups.

8. Since there is state-wide demand for trained workers in the Household Service Occupations, and since so few School Districts are now offering such training, there is presented herewith a detailed outline of a proposed course of study for such a project, prepared by the Home Economics Education division of the Department of Public Instruction. (See Appendix, Page 13)

THE RETRAINING ACT

(Act 389 -- The Woodside Act, Session of 1939 -- effective until May 31, 1941)

TITLE OF THE ACT

Providing for practical arts and vocational agriculture, home economics, industrial and commercial schools and classes through public school districts and in cooperation with employment offices for the training, retraining, instruction and adjustment of out-of-school unadjusted individuals in order to enable them to enter, re-enter, or continue employment under changing conditions; conferring powers and imposing duties upon the Superintendent of Public Instruction; and making an appropriation.

COORDINATION FOR EXPANSION OF RETRAINING

Acting as coordinator, the Job Mobilization Committee, following announcement that additional funds were to be made available for retraining purposes during the remainder of the current school year (until June 30, 1940), requests the Department of Public Assistance and the State Employment Service to cooperate in the selection of trainees in order that basically, all new classes to be organized in the immediate future preferably shall include, at the time of enrollment, a majority of qualified individuals who are on direct relief.

The continuing cooperating agencies for this activity, in addition to Job Mobilization or its successor committees that may be appointed, include the following State Departments:

1. Department of Public Instruction
2. Department of Labor and Industry (State Employment Service)
3. Department of Public Assistance.

For the purpose of organizing classes in local cities, towns, counties,

or communities*, the following local representatives of these three State Departments will be called upon for active interest and assistance in the organization of retraining projects:

1. Public school officials, including City or County Superintendents, members of local or county Boards of School Directors

2. Local or District State Employment Office Managers

3. County Boards of Assistance.

ORGANIZATION

THE FIRST STEP

To the District Manager of the State Employment Service, or his designated representative, is assigned the responsibility for initiating action in a given county, in cooperation with the Chairman of the County Job Mobilization Committee and the Chairman of the Job Mobilization Women's Activities Committee, and in consultation with local school administrators. He will first determine whether or not retraining courses or projects under Act 389 will be of value to the unemployed in his area. If he finds that a course or courses should be established for the training or retraining of unemployed, employable youth or adults, and that there is potential expectation that the trainees, upon completion of the course, can be placed in jobs either in the community itself or in the adjacent territory, the following organizational steps should be taken:

PENDING ANNOUNCEMENT OF A REORGANIZATION OF THE JOB MOBILIZATION COUNTY AND LOCAL COMMITTEES, PRESENT MEMBERS OF THESE COMMITTEES ARE AUTHORIZED TO COOPERATE WITH REPRESENTATIVES OF THE PUBLIC SCHOOLS, COUNTY BOARDS OF ASSISTANCE, AND STATE EMPLOYMENT SERVICE, IN THE INITIATION OF ACTION THAT WILL LEAD TO THE ESTABLISHMENT OF TRAINING AND RETRAINING COURSES.

ORGANIZATION AND FUNCTIONS

1. County Employment Council -- Arrange for a conference, at the earliest possible moment, to organize a temporary COUNTY EMPLOYMENT COUNCIL. This Council will carry on until May 1 or such time as members may be re-appointed or new appointments are made by State Government officials. The Council eventually shall include the following representatives.

   a. One member appointed by the State Superintendent of Public Instruction.

   b. A representative of the County Board of Assistance, appointed by the Secretary of Public Assistance.

   c. District Manager or designated representative of the State Employment Service.

   d. The Chairman and five active members of the County Job Mobilization Committee; of the six County members three shall be employers, one shall be an employee, and two shall be members of the Women's County Committee.

---

*For Convenience in operation, it may be found desirable, in some instances, to regard a "community" as covering the area represented by the local labor market, or that area which offers employment to most of the available workers living within its boundaries.

This Council shall elect a Chairman and a Secretary from its membership, the former to be a private citizen. The Council shall meet at the call of the Chairman.

One of the important duties of the County Employment Council will be to consider county and community occupational adjustment problems. Occupational adjustment involves the vocational guidance, training, and placement of the individual (For definition and suggested approach, see page 6, under "Occupational Adjustment").

In considering occupational adjustment problems it is suggested that the County Council call in for consultation representatives of the National Youth Administration, Works Project Administration, Civilian Conservation Corps, Labor, Welfare and Civic groups, or others who, in the opinion of the organizing group, should be able to contribute advice or information.

The County Employment Council should appoint, from it's own membership, an Advisory Sub-Committee on Occupational Adjustment, this group to arrange for a preliminary occupational survey of the county.

It is urged that action be started immediately in order that there shall be no delay in the organization of occupational retraining classes where such are needed.

2. Local Employment Council - Occupational Adjustment Committee -- The County Employment Council shall appoint LOCAL EMPLOYMENT COUNCILS on the basis of local or community needs. The Local Employment Council should be composed of an individual representing a public school, the County Board of Assistance, State Employment Service and three or more active members of the men's local Job Mobilization Committee and representing employers and employees, and two or more members of the local women's Job Mobilization Committee. The Chairman and Secretary shall be private citizens.

The representatives of the Job Mobilization Committee appointed shall serve until May 1st, and may at that time be re-appointed or other individuals appointed in the same proportion.

The Local Employment Council as a whole has many functions, one of which shall be to serve also as a LOCAL OCCUPATIONAL ADJUSTMENT COMMITTEE. In this capacity, the group will coordinate local or community occupational adjustment services in cooperation with the local schools, leaders of labor and industry, business and civic groups, youth serving organizations, etc., in the promotion of a Community Occupational Adjustment Program.

3. Local Vocational Project Advisory Committee -- If and when it is decided that retraining classes of not less than 15 trainees each (preferably 20) would be desirable to supply a definite employment need within the community, the Local Occupational Adjustment Committee should provide for the setting up of a separate LOCAL VOCATIONAL PROJECT ADVISORY COMMITTEE for each of the proposed occupational retraining classes. Each Local Advisory Committee should function only for the duration of the retraining program. It should be composed of a minimum of four persons representing employees, employers, State Employment Office, and the local Public Schools. The Chairman should serve as an ex officio member of the Local Occupational Adjustment Committee. Members of these Advisory Committees should be chosen with care, for they can be of great service to local school authorities, in such technical matters as:

a. Assisting with content of course.

b. Cooperation in the selection of competent teachers.

c. Selecting and obtaining facilities.

d. Development of programs that will lead to progress in vocational training under the regular State Vocational Act, to serve industry in such other activities as: Apprentice Programs, Trade Extension Programs, Foreman Training Programs, and Cooperative Part-Time Programs.

e. Placement of trainees through the State Employment Office.

OCCUPATIONAL ADJUSTMENT -- As defined by a School Superintendent's Occupational Education Tour group of the National Occupational Conference, occupational adjustment of the individual involves the following three points applied to the school situation, because the schools represent the logical medium for this type of service:

1. Occupational guidance or counseling for every pupil of secondary school age.

2. Occupational Training in school or on the job, or through supervised apprenticeship.

3. Placement in employment, with follow-up contacts to see that the worker is in the occupation to which his abilities are best suited.

When the efforts of the various contributing agencies of the community are properly and completely coordinated with needs of the local labor market, community occupational adjustment results.

One of the first duties of the Local Occupational Adjustment Committee should be a survey of local occupational conditions. By determining the local occupational needs, turnover, current supply of qualified workers, and possible future demands in the various business and industrial fields within the community, the training and retraining of youth and adults can be geared to meet the need. Valuable suggestions relative to possible changes in the public school curriculum might be developed. These and other phases of occupational adjustment will be treated in Part II of this report on Occupational Training and Retraining, to be made available in the near future.

PROCEDURE

INITIAL SURVEY

Prior to the initial meeting of the temporary County Employment Council, the District Manager of the State Employment Service, or his designated representatives, shall conduct a rapid survey, in cooperation with local Public Assistance and school and industrial executives, in an effort to determine the need for training, retraining, instruction, and adjustment of persons over 17 years of age (16 years if the prospective trainee has a working certificate from the school) who have left school and who, due to changing conditions, are in need of such assistance in order to enter or re-enter employment. It is absolutely necessary that some information be obtained as to the availability of employable relief recipients who preferably should comprise the majority of initial enrollees in each class; also it should be determined whether or not the required minimum of fifteen initial enrollees in each course are available from this source (direct relief) or from the ranks of qualified unemployed persons who are in need of

employment.

SELECTION OF PROJECTS

All committees, in their consideration of any possible retraining program must give first consideration to the potential employment needs of the community. Efforts in the establishment of retraining classes should be directed primarily toward those occupations where local or nearby business or industrial firms may offer reasonable assurance that they may be able to absorb a majority of those who satisfactorily complete the retraining course.

Retraining courses should not be established just to provide instruction and training for the unemployed when it is definitely known in advance that there will be no potential opportunity for placement. However, if there is reasonable future opportunity for placement in industrial plants where the turnover is such that there may be opportunity within reasonable time for trainees to obtain work, classes may be expanded or enlarged within the judgement of the Project Advisory Committee and the ability of the schools or other cooperating agency to house and sponsor such projects.

TYPE OF TRAINING

The Department of Public Instruction provides the following helpful suggestions on the type of training that may be fostered under the Retraining Act:*

1. Training for jobs in which there is an evident under-supply of qualified workers in the local area and for which no provision is now made by local school authorities or other agencies.

2. Training that can be completed in a comparatively short period of time.

3. Training that will be carried on through local school district cooperation with private industry, employment, and adjustment agencies and for which housing, equipment and supplies may be made available either by the public schools or private industry, or both.

4. Training and adjustment classes in cooperation with the local State Employment Service, designed to assist the following classes or persons, who have left the regular school, to secure employment in private industry:

   a. Unemployed young people who have never been able to fit into employment since leaving school.

   b. Unemployed adults who are out of work and need to adjust themselves to new occupations or develop new skills, techniques or methods, in order to gain employment.

   c. Employed persons who, due to changing conditions in industry, need to develop new skills, techniques, or methods in order to retain employment.

---

* Write to the Department of Public Instruction, Harrisburg, for a copy of "Plans and Regulations for Developing Retraining Activities Under Act 389"

SELECTION OF TRAINEES

When it is decided that there is definite need for a course or courses under the Retraining Act and it is known that proper facilities will be available for housing and conducting the instruction, the Project Advisory Committee should consider the selection of trainees in accordance with the following procedure:

1. The County Board of Assistance will select the names of all relief recipients whom they consider eligible for retraining in a given course. Individuals to be recommended should be 17 years of age or over, (16 years if the prospective applicant has a working certificate from the school), out of school, and their records should show that they possess sufficient background, education, and inherent ability to do skilled or semi-skilled work, or such other work for which a given project would provide training.

2. These names then are submitted to the proper State Employment Office and each suggested individual is called in for an interview. State Employment interviewers then determine whether or not, in their opinion, the individuals are physically and mentally equipped to undertake training and retraining and possess other qualifications which should enable them to get and hold a job in the occupation for which he is to be trained or retrained. Every effort should be made to fill the class quota from the relief rolls. If an insufficient number is available from this source, the State Employment Office may select other qualified applicants from its files, giving preference to those who have been unable to obtain employment because of lack of skills. It is preferable that a majority of trainees accepted for a retraining project be classed as relief recipients.

3. When the State Employment Office completes its list, after interviewing each person proposed for training and retraining, the list should be turned over to the Superintendent of Schools who, in consultation with the teacher selected to conduct the project, will make final selection of trainees.

4. The Superintendent and the teachers have full privileges of rejection, if in their opinion, the applicants are unqualified for training and for performing the duties for which the training would qualify them.

5. Any trainee selected from relief lists, who should be removed from the relief rolls for any reason (after the retraining project has started), need not be removed from the class but may continue until the project is completed.

6. All trainees must maintain standards of performance as established by the Project Advisory Committee, or be dropped from the project.

AREA COORDINATORS WILL ASSIST

As soon as it is determined that there is definite need within the community for one or more retraining courses under Act 389, particularly in localities where no retraining has been undertaken previously, the Department of Public Instruction will provide all assistance within its power in the establishment of retraining projects.

Where quick action or assistance in planning is desired, it is suggested that local leaders get in touch with one of the following Area Coordinators of the

Department of Public Instruction:

Charles Hoffmaster, University of Pittsburgh, Pittsburgh
Dr. Andrew Triche, University of Pittsburgh, Pittsburgh
Irwin Roundtree, Pennsylvania State College, State College
C. C. Caveny, Pennsylvania State College, State College
Richard Hartman, University of Pennsylvania, Philadelphia
William E. Brunton, University of Pennsylvania, Philadelphia

These coordinators will visit your community and advise on the organization and operation of a local retraining project. They will assist the Advisory Committee in filling out the formal applications, selection of the teacher, outlining of the course of instruction, etc.

For quick contact with the Department of Public Instruction at Harrisburg address or call Harold N. Cooley, Bureau of Instruction.

On county-wide projects using schools under his supervision, the County Superintendent of Schools should be called into conference and requested to file the necessary applications with the Department of Public Instruction.

THE PROJECT TEACHER

Selection -- The Project Advisory Committee for a given project shall recommend a qualified instructor to the Superintendent of Schools, who in turn requests approval of appointment by the State Superintendent of Public Instruction.

Qualifications -- It is required that instructors, especially those assigned for retraining in the skilled trades, must have been engaged actively in the trade within a period of two years, or must be approved on the basis of his general skill and ability in the trade, by members of the Advisory Committee. He shall have had not less than six years of actual experience in the trade or occupation for which he is nominated as a project teacher.

Teacher Tenure -- Teachers of these part-time projects are employed by the State, not the local School District, and therefore are not affected by the Teacher Tenure Act.

Payment -- Salaries of all teachers assigned to retraining projects are paid directly to the teachers by the Department of Public Instruction.

APPLICATION FORMS

The local Superintendent of Schools (or the Supervising Principal), when all preliminary steps have been taken, makes formal application for approval of the project to the Department of Public Instruction in Harrisburg. Three forms are provided by the Department for this purpose:

1. Form PIR, Part I -- "Application for Approval of Retraining Project."

2. Form PIR, Part II -- "Recommended Employee for School District Retraining Project."

3. Course outline for retraining program, under Act 389, including:

   (a) Name of Project
   (b) Objective
   (c) Procedures, Methods, or Plans
   (d) Outline of Teaching Units

All such applications will receive prompt attention in the Department of Public Instruction.

THE COURSE OF STUDY

The course of study for a chosen project should be formulated and approved by the Vocational Project Advisory Committee, the teacher, and the Superintendent of Schools. Technical courses should include instruction in appreciation of the art, demonstration in school and shop, and the application and use of skills. The length of the period of instruction should be determined in advance by the teacher and the Advisory Committee.

PLACEMENT AND FOLLOW-UP

Adequate records of work performed by the trainee shall be supplied to the local State Employment Office by the project teacher in order that this information may be recorded. Trainee should be reinterviewed by the State Employment Office personnel after training has been completed.

The advisory Committee for each project should work in cooperation with the local office of the State Employment Service in the placement of those who satisfactorily complete the course. Contacts made in preliminary surveys should be followed during the period of training, and every effort directed toward obtaining 100 per cent placement. Maintenance of such contacts also should determine the need for subsequent courses for new groups of trainees. Enrollments for new classes should be made up well in advance of the time when a second period of instruction should begin.

The State Employment Office personnel will make follow-up contacts with the employee and employer, at such intervals as are found necessary, and make every effort to see that the employee is fitted for the work to which he has been assigned, and that the employer is satisfied. If further training is found to be desirable, the individual should be returned to the project, or assigned to another if it is available.

HOUSING FACILITIES

In Schools -- Usually it will be found that vocational schools in the larger communities have facilities for housing the retraining program. Many schools possess the required equipment and can furnish the necessary supplies. Also, adjacent to urban districts many consolidated or vocational schools will be found where equipment is available. Where equipment is not available or is not suited to the type of instruction to be given, it is possible frequently to obtain satisfactory equipment on a gift or loan basis from local industries.

One of the greatest drawbacks to expansion of training or retraining projects in the public schools will be inability of the local School District to provide light, heat, and janitorial service after the close of the regular school day. In many instances this may be overcome by providing that the instruction be given during school hours when shops and other equipment are not in use by the regularly enrolled high school students.

In Industry -- Projects in training and retraining under the Woodside Act may be set up in an industrial shop or factory in what are known as "Part-time Trade Education Projects," under the general supervision of the local School District, with payment of the teacher provided by the Department of Public Instruction. The chief requirement is conformation to provisions of the Federal Wage and Hour Act. These are brought out in detail in the accompanying fac-simile of a letter from Frank J. G. Dorsey, Regional Director, Wage and Hour Division, U. S. Department of Labor, 1630 Widener Building, Philadelphia, (See insert following page 12) When considering this type of project the Local City Director of Vocational Education should be consulted.

Through NYA -- In some localities there are opportunities for cooperation with the National Youth Administration, which has provided practice house, equipment and supplies, for example, for conducting household service training projects in cooperation with local school districts (Shippensburg, New Castle, and Chester County). CCC Camps also may provide cooperation and trainees, such as the school districts are doing in Alliquippa, Johnstown, Lewistown, Pittsburgh, State College, York, and Williamsport.

Others -- Organized women's groups may be encouraged to promote personal service training or other projects for the preparation of girls and women for employment. This plan has met with unusual success in Erie where cateress and waitress courses have been arranged in the YWCA.

PROJECTS

DEFINITION

A retraining project is presumed to mean a unit of training, instruction, or adjustment, composed of one or more classes or activities that will assist a single group of persons to enter upon or resume work in private employment. One or more activities may constitute a program of retraining.

Projects will be worked out on the basis of an investigation of the need in the local area for workers who have specific skills or knowledge, the necessary training for which can be acquired by properly qualified persons in less than one year through the opening of the project. The program of study provided under a project should present a satisfactory balance of practical and related instruction.

SUGGESTED PROJECTS

Following is a list of occupations, for each of which the State Employment Service has found there is a continuing demand in some areas throughout the State. Each occupational field might be investigated locally for "supply and demand" and the list narrowed down to the few that could be developed in retraining projects to meet local employment needs. Bear in mind that class enrollments of not fewer than 15 trainees are necessary, and that classes of 20 are preferred.

1. Airplane Mechanics
2. Alteration and Construction of Garments
3. Auto Body & Fender Repairmen
4. Auto Mechanics
5. Beauty Culture (Special Equipment and 1000 Hours Required)
6. Caterers (Men or Women)
7. Drafting & Blueprint Reading
8. Household Service Occupations
9. Institutional Cooking (larger cities only)
10. Janitorial Service
11. Machine Shop Practice (Machine Operators)
12. Power Sewing Machine Operators
13. Tailoring
14. Waiters and Waitresses
15. Welders, Acetylene
16. Welders, Electric

"Brush-up" instruction, short courses for the renewal of old skills and acquisition of modern techniques might be arranged for unemployed former workers in the following occupations, in order that their employability might be improved:

1. Blacksmiths
2. Bricklayers
3. Ceramists
4. Commercial Artists
5. Dressmakers
6. Electrical Appliance Repairmen
7. Electrical Wiremen
10. Layout Men
11. Machine Operators
12. Metal and Wood Workers
13. Milliners
14. Painters
15. Paperhangers
16. Restaurant Workers

8. Electricians
9. Food Handlers (Cooks, Bakers, etc.)
17. Shoe Repairmen
18. Show Card Writers
19. Tool Makers

FINANCING THE LOCAL PROGRAM

1. Salaries of instructors are paid monthly by the Department of Public Instruction, checks being sent directly to the instructor.

2. Local School Districts will supply light, heat, and janitorial service where the project is conducted in a school building. If classes are operated during day-school hours this item should be very small. If the project is conducted in an industrial plant this service cost should be borne by the industry or cooperatively by the group of firms that will profit through the retraining.

3. In a public school situation the local School District will bear the cost of materials and supplies needed for normal operation of the class; in an industrial situation the industry will bear the cost of such materials and supplies. (In no case are products from a training or retraining program to become part of any goods shipped interstate.)

4. In projects for the training or retraining of individuals in the personal service occupations (household aides, domestics, waiter and waitresses, caterers, etc.) food supplies represent a major part of the expense, and in some high schools the school cafeteria may solve the problem.

For household-worker or household-aide training programs it is necessary to have a "practice house" or apartment. The most successful projects are those for which a furnished house is provided and a school budget item is available for food and rent. Some of the expense may be met through the training group selling daily luncheons or dinners to faculty members or small groups arranged by the Advisory Committee.

Surplus Commodities (flour, cereal, dried and canned milk, eggs, etc.) may be obtained from the State Department of Public Assistance by communication direct to the State Headquarters office, 147 North Cameron Street, Harrisburg. (There is no assurance that any certain commodity or commodities will be available at any given time.)

In a school-sponsored household occupations training project it is possible for the Project Advisory Committee to provide many services and facilities if the School District is unable to do so, such as: rent, food, furniture, dishes, silverware, linen, cooking utensils, iron, vacuum cleaner, washer, refrigerator, etc. It may be possible to obtain loans or gifts of all or most of these necessary furnishings from local dealers, distributors, utilities, etc., through contacts made by members of the Project Advisory Committee. Demonstrations by house furnishing salesmen are valuable also. This process has been used successfully in household training projects under school sponsorship, also in other types of vocational education projects where machinery or tools are loaned or donated by industrial organizations.

It may be found advisable in some communities to seek cooperation in this type of project with the National Youth Administration or the Work Projects Administration. Three of the NYA Youth Centers in Pennsylvania now provide work experience in household service for which the local public schools supply instructors. These are located in the Darlington Center in Chester County, Shippensburg, and New Castle. The WPA Household Workers Training Projects provide teachers and operate independently of the public schools.

U. S. DEPARTMENT OF LABOR
WAGE AND HOUR DIVISION
1630 Widener Building
Philadelphia, Pa.
March 28, 1940

Refer to

ADDRESS ALL COMMUNICATIONS TO:
Regional Director

IN REPLY REFER TO
FILE NO.

This copy of a letter is sent to you as an official ruling by the United States Department of Labor, Wage and Hour Division, showing under what conditions Vocational Retraining Programs may be conducted under the supervision of local school districts and State Department of Education with the cooperation of industrial plants.

Job Mobilization Committee

Mr. William A. Hemphill
Executive Director
Commonwealth of Pennsylvania
Job Mobilization Committee
Room 100--Capitol Building
Harrisburg, Pennsylvania

Dear Mr. Hemphill:

Reference is made to your letter of March 25, concerning the establishment of vocational training schools in industrial plants under certain conditions, and you wish to know the attitude of the Wage and Hour Division in this regard. You state that these schools will be established under the following conditions:

1. A section of the plant set off for a school to operate during the working day.

2. Machine practice to be on scrap material. (No practice on production work).

3. The school and State Employment Service selects the students.

4. Students are free to obtain jobs in any industry after completing the training.

5. Public school teachers teaching the class.

6. The school is under public supervision and control.

7. The school is to be supervised by the superintendent of schools.

It is the opinion of this office that students in vocational training under the above conditions would not be subject to the wage and hour provisions of the Fair Labor Standards Act, provided, of course, that none of the goods produced or in any way worked on by the students were shipped in interstate commerce, or became part of any goods shipped out of the State.

Very truly yours,

Frank J. G. Dorsey

Frank J. G. Dorsey
Regional Director

APPENDIX

HOUSEHOLD SERVICE OCCUPATIONS TRAINING

GENERAL INFORMATION

Administration: Local Public schools; salaries of teachers paid by the State Department of Public Instruction. Consider cooperation with National Youth Administration.

Recruitment: It is preferable that a majority of trainees be selected from relief rolls; each must show aptitude for such work, and to be able to pass physical examination including tests for social diseases and tuberculosis given through local Health Clinic. Minimum size of class, 15. There is a growing tendency for high school graduates and drop-outs to enroll for household training. The result is not only a higher type of worker, but an elevation of the occupation far above its former status. This, coupled with the opportunity for placement in cities and towns other than that in which the trainee has been raised, is causing many girls to choose this occupation rather than factory or clerical jobs.

Advisory Committee: A minimum of four members, including a representative of the local schools. Others may be drawn from the State Employment Service, County Board of Assistance, representatives of women's clubs, employers of household workers, YWCA, Junior League, etc. (For general duties see Item 3, Page 5)

Standards Committee: A sub-committee of the Advisory Committee should make a thorough study of local conditions and set up standards covering such items as: duties of the household worker, hours, "tune off," vacation, wages, uniforms, living conditions, conference periods, quit notice, etc. Each employer should be provided with a copy of these standards at the time of placement.

Certificate: It is most helpful to provide a suitable form of certificate to be awarded at graduation exercises. A special certificate for Household Aides is desirable.

Placement: State Employment Office with cooperation of project teacher. Rating sheets should be presented to Employment Office from project teacher before placement of trainee.

Follow-up: Advisory Committee in cooperation with State Employment Office and project teacher. It is advisable to use a follow-up form (see suggested sample form below) about two weeks after the girl has been placed in a home. Thursday afternoon teas for those who have been placed, held at the training center by teachers and Advisory Committee members, offer opportunity for contact and discussion of work problems with the young workers. Interviews with the employer and the worker will aid in the follow-up.

Suggested Follow-up Form to be filled in by the employer two weeks after placement:

Does _____ cooperate with you in maintaining and keeping to a daily schedule, i.e., does she go from one job to another without loss of time or confusion: Yes_____ No_____

IS HER -	CLEANING	COOKING	SERVING	LAUNDRY	CARE OF CHILD
GOOD:	_____	_____	_____	_____	_____
FAIR:	_____	_____	_____	_____	_____
NEEDS MORE TRAINING:	_____	_____	_____	_____	_____

IS HER ATTITUDE: COURTEOUS_____ OTHERWISE_____

ARE HER DRESS HABITS: NEAT & CLEAN_____ TIDY_____ UNTIDY_____

IS SHE PROMPT: YES_____ NO_____

DOES SHE SHOW INITIATIVE AND USE HER HEAD: YES_____ NO_____

REMARKS: _____

(This Form is used successfully by the Institute of Household Employment, Erie.)

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

HOUSEHOLD SERVICE OCCUPATIONS PROGRAM*
(Training for general household employment)

Suggestions to serve as a guide in establishing programs in the public schools.

GENERAL COMMENTS

1. Designate clearly the purpose of such a training program since there are two types which may be offered, one for general household employment and the other for specialized jobs in household employment. It would seem that the general type of program should be stressed at the start of a project. There is a marked demand for the general household employee and the problem seems to be very similar in the city, the small town, and in various regions of the country.

2. Determine three things before undertaking such a program in a community:

a. Whether a sufficient number of prospective trainees are interested in and willing to take the course.

b. What the employer wants of her employee and what she is willing to do to keep the employee.

c. What the prospective employee desires and feels she needs in the way of training and what she is willing to give time and energy to acquire.

3. Include training for the employer since the education of the employer and the fostering of human values are held to be the crux of household employment. This training will enable the employer to:

a. Understand better what is fair and reasonable for her to expect and require of her household employee as to quality and quantity of work.

b. Realize what living conditions she should provide.

c. Determine the wages she should pay.

d. Determine the number of hours of work she should require and the time off she should allow.

e. Decide the type of training which will help her to develop greater ability in personnel management and in a more socially minded attitude toward household employment.

---

*This suggested outline for a course in the Household Occupations has been prepared for the Job Mobilization Committee by Mrs. Anna G. Green and Mrs. Edith D. Davison, of the Home Economics Division of the State Department of Public Instruction. The outline presents all of the best features of courses now being used by the public schools and other agencies. This course, plus the supplementary material on "Home Hygiene and Care of the Sick," will provide specialized instruction to equip trainees as Household Aides or house-workers capable of providing satisfactory service in homes where there is illness, particularly in low-income family situations, where a great demand has been found to exist. Valuable suggestions have been provided by Miss Kathryn North, Field Representative, State Employment Office, Erie.

4. Aim to have theory and practice consistent.

5. Build the program around two main factors: (a) desirable character qualities that should be developed in the trainees in order that suitable recommendations may be made to an employer upon placement of trainee, and (b) the organization of their work. The qualities that household employers consider essential in an employee are:

> Honesty, personal cleanliness, personal neatness, neatness in work, good disposition, and good health.

The phases of house work in which efficiency is considered essential by the household employer include:

a. Preparation of tasty meals
b. Cleaning
c. Intelligent understanding and care of children
d. General house work
e. Table service
f. Laundering
g. Good management

6. Consider placement of the worker and follow-up of the worker as indispensable to the success of the program. Follow-up should be made by the Project Advisory Committee, instructor, school coordinator, or the placement worker supplemented by a written report to be mailed back to the person in charge of the program. The worker herself should also make a report as to whether the training has been adequate and placement satisfactory.

7. Plan conference or symposiums for employer and employees at intervals as a means of evaluation to improve the training program.

8. Provide school laboratories and practice house or apartment, if possible, for this training.

> The practice house represents a real situation and, if occupied by a family, presents a living situation which will develop in the workers a feeling for the work and the proper conduct in the home.

SUGGESTIONS FOR TRAINING PROGRAM

1. The list of units has been organized around general needs which have heretofore been indicated to cover the major fields of personal and family relationships, wage-earning problems, employer-employee relationships, home management, care and guidance of children, care and repair of clothing, the purchasing of food, planning and serving meals, health and personal hygiene, and social activities in the home.

Units of Work

Health and personal hygiene:

a. Physical fitness
b. Bathing
c. Care of hair, skin, hands, nails, teeth, feet, and clothes
d. Mental fitness
e. Proper diet, rest, and recreation

Household emergencies and how to meet them:

a. Home hazards
b. Sanitation

Home hygiene and care of the sick: (See attached unit for details)

Personality and appearance:

a. Good grooming
b. Suitable dress; appropriate, becoming, and neat
c. Courtesy
d. Pleasant voice
e. Desirable speech
f. Suitable conduct
g. Disposition, manners, and behavior

Personal and family relationships:

a. Getting along with people
b. Human understanding in order to serve others wisely and efficiently
c. Relation of worker in the household to members of family and other employees.
d. Willingness to cooperate in emergencies
e. Ability to treat employers' affairs as confidential

Child Development:

a. Care and feeding of young children
b. Managing and guiding children
c. Entertaining children
d. Understanding relationship of child to home
e. Meeting emergencies

Social activities in the home:

a. Interest in social activities
b. Making other people comfortable and happy
c. Greeting and caring for guests in the home
d. Skill in acting as hostess
e. Understanding types of people and their interest

Food -- purchase, preparation and service:

a. Family marketing
b. Family meal preparation
c. Family meal service

Clothing:

a. Care and repair, including laundering
b. Care of equipment and supplies

Home management:

a. Performance of simple household tasks
b. Special household duties
c. Keeping the entire house in order
d. Keeping special rooms in order
e. Cleaning and caring for furnishings

Employer-employee relations:

a. Making appointment with prospective employer.
b. Conduct during interview.

c. Attitude toward work, members of family, fellow workers.
d. Anticipation of employer's wishes.

Finding and holding a job:

a. Understanding importance of successful personal contacts
b. Ability to provide opportunity for promotion for oneself
c. Skill in producing on the job
d. Interest in becoming financially independent
e. Understanding the importance of being loyal

2. The number of lessons assigned to any unit will vary in different communities in accord with the need of training in these special units. Demonstrated proficiency in any unit should be recorded and the worker assigned to another unit. The time allotment may be:

Minimum ----	144 hours	16 Hrs. a week 9 weeks) 12 Hrs. a week 12 weeks)	$2\frac{1}{4}$ months
Maximum ----	300 hours	25 Hrs. a week 12 weeks	3 months

3. Methods

a. Use conference technique and individual instruction.
b. Minimize set lectures and note taking. (Trainees usually are not capable of taking accurate notes or digesting highlights of lectures.)
c. Provide typewritten copies of each procedure of all material used in class for permanent property of trainees to use as reference and for discussion. This arrangement allows for more time for work on the job and the discussion of procedures in work.
d. Provide typewritten recipes to insure accuracy.
e. Furnish ample illustrative material.
f. Use progress chart for self and work improvement.
g. Use daily charts showing class performance. (See sample, page 14 in final report of the Philadelphia Institute of Household Occupations, August, 1939.)
h. Plan use of rating charts, page 15, of same report.

4. Practice House Program for Trainee

The practice house provides for practical application of the information gained in the classes by planning and carrying out definite work schedules.

Monthly or seasonal duties to be carried out during the first week of each month.

Monday to Sunday schedules of work.

Duties

a. Housekeeper
b. Houseworker
   (1) Daily Cleaning
   (2) Weekly Cleaning
   (3) Monthly, or seasonal, Cleaning
c. Second Maid
d. Waitresses and Butlers
e. Cooks
f. Laundress

This is the plan that was followed in the Philadelphia Institute of Household Occupations at 2005 Pine Street in 1938-39. The unit system was not followed because of the continual enrollment of new pupils and the fact that they were sent out on part-time jobs for more practice. The record sheets kept for each student provided an accurate indication of the trainee's fitness for a particular job. For details of this plan see final report of the Philadelphia Institute on Household Occupations, pages 7 to 10.

5. Practice House program for trainee, part-time cooking job, after completion of cooking course:

a. Menus and shopping list for one week on 40-hour week schedule. Budget for week, $9.00.
b. Menus and shopping list for one week on 48-hour week schedule, ten rooms, two adults, one child, $12.00 a week and two meals.
c. Menus and shopping list for one week on 54-hour week schedule, three bedrooms, two adults, two children, $12.00 a week, board and room.
d. Part-time position, 20-hour week, 3:30 - 7:30, five days a week.
e. Full time position, 48-hour week, $12.00 and one meal.

See details of plan in final report of Philadelphia Institute of Household Occupations.

HOME HYGIENE AND CARE OF THE SICK
Suggested Content

1. What nursing means to the home
2. Symptoms of illness
3. Home care in minor illness
4. Selection and care of the sick room
5. Making a patient comfortable in bed
6. Cleanliness and care of the skin
7. Foods for the patient and diets for invalids
8. Convalescence
9. Preparation and service of attractive tray meals
10. General care of the infant
11. Home care of the runabout child
12. Feeding the baby
13. The baby's layette
14. First aid
15. Supplies for the home medicine cabinet
16. Medicines -- their abuse, use, and care
17. Treatments
18. Household emergencies
19. How to take temperatures
20. How to take pulses
21. How to prepare and give a foot bath
22. Bed making
23. Use of ice caps -- how and when to use
24. Use of hot water bottles
25. Control of communicable disease
26. Community health
27. Mental and physical hygiene

Note: This is the type of material which is included in the public school vocational homemaking courses in the day schools and taught by the vocational homemaking teacher with three or four demonstrations by a nurse.

BIBLIOGRAPHY -- HOUSEHOLD SERVICE OCCUPATIONS

Reference material for teachers

BOOKS

Andrews, Benjamin R., Economics of the Household. New York: Macmillan, 1935 -- $3.75

Price and Bonnet, Maidcraft -- A guide to the art of housekeeping. New York: Bobbs-Merrill Company. 1937 -- $1.50

Sergel, Ruth, The Women in the House. Womans Press, 600 Lexington Avenue, New York. 1938 -- $1.00

Wells and Biba, Fair and Clear in the Home. Womans Press, 600 Lexington Avenue, New York. 1936 -- $1.00

BULLETINS AND PAMPHLETS

Experiments in Resident Home Training for Girls, Girls' Service League of America, in cooperation with the New York State Education Department, 138 E. 19th Street, New York. 1935

Home Assistants, Bulletin No. 247. Lansing, Michigan: The State Board of Control for Vocational Education, 1938

Hurst, Marion, Household Employees Handbook. 100 N.W. Third Street, Oklahoma City, Oklahoma. 1939 -- $1.25

Livingstone, Helen, Training for Household Service Occupations in the American Home. 410 W. 24th Street, New York. 1936 -- $1.50

Philadelphia Institute of Household Occupations, Final Report submitted by the staff. May be secured by writing to Nancy E. Henderson, Y.W.C.A., 18th and Arch Streets, Philadelphia. 1939 -- $.50

United States Department of Interior, Household Employment Problems, A Handbook for Round Table Discussions among Household Employees. Vocational Division, Office of Education, Washington, D.C. 1937

United States Department of Labor, Reading List of References on Household Employment, Bulletin No. 138. Women's Bureau. For sale by Superintendent of Documents, Government Printing Office, Washington, D. C. 1936 -- $.05 (Bulletin revised in 1937)

Women's Trade Union League, Report of the Symposium on Household Employment. 247 Lexington Avenue, New York. 1939 -- $.25

RADIO SCRIPTS

I'm proud to be a servant, NBC "On Your Job" series. No. 29, January 28, 1940. Columbia University Press, New York -- $.10

The household worker, CBS "Americans at Work" series. No. 35, January 9, 1940. National Vocational Guidance Association, 425 W. 123rd St., New York -- $.10

* * * Job Mobilization Program * * *

PROCEDURE BULLETIN NO. 7

OCCUPATIONAL TRAINING AND RETRAINING

Part II

OCCUPATIONAL ADJUSTMENT

through

GUIDANCE - TRAINING - PLACEMENT

Prepared in cooperation with
The Department of Public Instruction
The Department of Public Assistance
The Department of Labor and Industry
(State Employment Service)

* * * April 25, 1940 * * *

Pennsylvania Job Mobilization Committee

WALTER D. FULLER, Chairman
WILLIAM A. HEMPHILL, Executive Director

Room 100, Capitol * Harrisburg

April 25, 1940

Pennsylvania Job Mobilization Committee

PROCEDURE BULLETIN NO. 7

OCCUPATIONAL TRAINING AND RETRAINING

* * * * * * * * * * * * *

Part II

OCCUPATIONAL ADJUSTMENT THROUGH GUIDANCE, TRAINING, AND PLACEMENT

Only sixteen* of every hundred boys and girls who will be graduated from Pennsylvania senior high schools next June will be able to go to college. Thirteen of every hundred will find ways to continue training for earning a living by returning to high school for post-graduate work, or by entering nursing, trade, commercial, or other schools.

What will happen to the remaining 71 per cent of this year's high school graduates?

Twenty-five per cent of more than 80,000 graduates will find jobs immediately, or will have opportunity to obtain employment within three or four months.

But forty-six per cent will have no job to which they may turn. Automatically they will join the ranks of the 284,000 Pennsylvania youth between the ages of 18 and 25 who are out of school and out of work. Some will get part-time or makeshift jobs...jobs that perhaps are unsatisfying and lead only to an occupational dead-end.

There is little wonder, then, that the unemployment of so many of our youth has been a matter of primary concern to the 10,000 workers in the Pennsylvania Job Mobilization Campaign, and to leaders and counselors of youth everywhere. The condition is reflected in the following few sentences found in a letter that is typical of the hundreds that have reached the Job Mobilization Committee since the opening of the campaign to create more jobs in Pennsylvania. The Chairman of a County Job Mobilization Committee declares:

> "I would like particularly to stress the necessity of trying to develop some program to help the young people just graduating from high school. To my mind that is the most serious condition that confronts us. These young people are turned out of high school with little or no practical training for any work, and too often prospective employers are unwilling to give them positions due to their lack of training or experience...it is certainly most discouraging."

It is to be assumed that those who go on to college, or to other institutions of higher learning, have a definite occupational objective in view. They are not an immediate concern of the community, until they are ready for placement; then their specific knowledges or skills, if they have chosen wisely as to a career, permit of their absorption into the business or professional life of the community.

---

*Percentages based on latest available survey by the Division of Research and Statistics, Department of Public Instruction, school year 1937-38, as of October 1, 1938.

What about the boy or girl who cannot go to college?

What can be done for the 72 of each 100 Pennsylvania high school graduates who want jobs immediately, and for the 26 of these who get jobs for which they are prepared in varying degree of satisfaction to themselves and to their employers?

COMMUNITY AND SCHOOL PROBLEM

These are distinctly problems for the consideration of every agency within a community that is concerned with the welfare and prosperity of that community. It is for this reason that the Job Mobilization Committee, in establishing County and Local Employment Councils to carry forward its objectives after April 30, believes that supervised and coordinated occupational guidance, training, and placement for youth and adults will, in large measure, provide a democratic solution in the American way.

To a degree that most of us fail to realize, the future development of Pennsylvania and the future welfare of its 10,000,000 people depends largely upon the adequate solution of the problem of the occupational adjustment of its youth.

There is a direct relation between the urgency of the problem of jobs for youth and the education program that is provided for youth. Therefore, it is natural that we turn first to the schools for assistance in efforts to make youth--and adults as well--more employable. At the same time it is well to consider that the schools alone cannot be c ensured for the predicament in which youth today finds itself, nor can the schools alone perform miracles such as creating jobs out of thin air and matching them with ready-trained men.

A heretofore mildly interested or entirely uninterested public now must face the facts. A public education program that continues to provide a type of preparation that leads almost entirely to white collar jobs and the professions do not adequately meet present day needs. The rapidly mounting evidence has convinced leading educators throughout the country that the school curriculums need revision to meet changing conditions, and specifically, they need revision that better will provide for an acknowledged shortage of skilled labor in what has been called the blue collar type of occupations.

HIGH SCHOOL "DROP-OUTS"

Our young people have had only meager opportunities to cultivate habits of manual work. Present day education must dignify the occupations by which three-fourths of our pupils will earn a livelihood. It is the inherent duty of the school to train its charges to earn a living. Youth cannot be denied the right to an education, the right to work, or the right to receive that type of training that will best fit them for satisfactory living -- living that is commensurate with individual initiative and ability.

It is not only the 80,000 to 85,000 youth who are graduated each year from Pennsylvania secondary schools that are our concern in this problem. The total enrollment in these schools is approximately 600,000, indicating that forty to fifty per cent of the students fall by the wayside and never are graduated. If anything, the problem is more acute for the drop-out group and deserves the most urgent attention.

ORGANIZATION

In setting up State and local organizations to carry forward the objectives of Job Mobilization, ample provision has been made whereby every county or community, where the urge and ability exists, can do much in providing future job insurance for youth. As explained in Part I of this Procedure Bulletin, County

Employment Councils in each county will continue with the development of Job Mobilization objectives and incentives. Each County Council will designate a group of its members to serve as a County Committee on Occupational Adjustment. Each Local Employment Council will serve also as an Occupational Adjustment Committees which will operate on a community basis.

OCCUPATIONAL ADJUSTMENT

As defined by a School Superintendent's Occupational Education Tour group of the National Occupational Conference, occupational adjustment of the individual involves the following three points applied to the school situation, because the schools represent the logical medium for this type of service:

1. Occupational guidance, or counseling for every pupil of secondary school age.

2. Occupational Training in school or on the job, or through supervised apprenticeship.

3. Placement in employment, with follow-up contacts to see that the worker is in the occupation to which his abilities are best suited.

When the efforts of the various contributing agencies of the community are properly and completely coordinated with needs of the local labor market, community occupational adjustment results.

SUGGESTED FUNCTIONS OF OCCUPATIONAL ADJUSTMENT COMMITTEES

One of the principal duties of a city, town, or community Occupational Adjustment Committee is to coordinate all activities and agencies that are in any way concerned with the relationship between kinds of vocational abilities possessed by individuals in the community and the number and distribution of vocational opportunities within the community. In carrying out this and related functions the committees should:

1. Arrange for an occupational survey that will reveal details concerning job supply and demand within the community (See Page 5)

2. Determine the nature and extent of service rendered by every available agency that can cooperate in any phase of the local occupational adjustment program. (A basic list might include: The schools, County Board of Assistance, State Employment Office, Parent-Teacher Associations, Chamber of Commerce, business, industrial, and labor groups, service clubs -- Rotary, Kiwanis, Altrusa, Business and Professional Women's Clubs, etc. -- YMCA, YWCA, Welfare Agencies, NYA, CCC, WPA, etc.)

3. Share information obtained and urge such agencies to assist in the coordination of effort that will result in an effective program of guidance, training and placement.

4. Cooperate in any reasonable and necessary expansion of vocational training, retraining, and apprentice training projects that can be established in the schools, stores, or industrial plants under supervision of the local schools.

5. Encourage study and action on all possible expansion of occupational counseling (vocational guidance) in the public schools, State Employment Offices, and the various other youth-service agencies within the community.

6. Provide encouragement for the registration of all unemployed youth at the nearest office of the State Employment Service.

7. Encourage adequate follow-up of every placement, especially for beginners, even to the third and fourth jobs, or further if necessary.

8. Encourage the gathering and distribution of occupational information for the use of counselors and students, and occupational books, magazines, and pamphlets for the high school library.

9. Stimulate the organization and cooperation of other Occupational Adjustment Committees in neighboring communities, especially when such communities are within the same labor market area.

10. Cooperate with the schools in conducting "Career Conferences" and industrial tours; the showing of occupational motion pictures; demonstrations and talks on "How to Find a Job"; conducting aptitude tests, etc.

11. In the consideration of new training projects for out-of-school youth and adults, make primary provision for those employables who are on relief. (Each new project, where possible, should contain a majority of enrollees who are on direct relief at the time of registration)

12. Provide for public relations contacts and dissemination of information about the occupational adjustment program.

LOW COST PARTICIPATION BY THE SCHOOLS

The place of occupational adjustment in the public schools has been promoted most actively in the past three years by the recently disbanded National Occupational Conference. This organization sponsored an Occupational Education Tour for School Superintendents* in 1938, and during 1938-39 conducted a series of regional conferences from coast to coast, the first of which was held in Pittsburgh.

School superintendents of three states reported from the Pittsburgh conference that a program of occupational adjustment may be inaugurated in the schools without additional expense by retraining the teaching personnel under the leadership of someone already in the system. They said the first emphasis should be on the improvement of the counseling program. "This is fundamental," they agreed, "since counseling helps individuals to determine what they will do. When increases in the budget permit, a vocational training program should be added. In this connection a study of community needs would have to be made to determine the types of jobs for which training is necessary, the requirements of these jobs, the number of jobs available, the annual turnover, amount of remuneration, etc. The third step is placement.

" A small city could institute a program of occupational adjustment with its existing faculty by providing in-service training for teachers, by strengthen-

*"Occupational Adjustment - Interim Report," by Occupational Education Tour for School Superintendents. National Occupational Conference, 1938. 104 pp. Single copies free to Superintendents of Schools, high school principals, and members of Boards of School Directors. Additional copies available at ",25 each. Address Dr. Edwin A. Lee, Teachers College, Columbia University, New York, N. Y.

ing the counseling program, by making present offerings more functional, by selecting pupils to be admitted to certain vocational classes more carefully, by making a constant study of community needs, and by altering program offerings accordingly."

MAKING AN OCCUPATIONAL SURVEY

Since a working knowledge of the occupational requirements of business and industry within a community are desirable for the successful promotion of an occupational adjustment program, each Local Employment Council, sitting as the Local Occupational Adjustment Committee, should consider the making of such a survey as one of its first activities.

It is recommended that the local occupational survey be conducted under the supervision of the public schools within the local labor market area that is to be covered. The first step is to obtain from the local Superintendent of Schools or the Department of Public Instruction at Harrisburg a copy of the Department's Bulletin 339, "Suggestions for Making and Reporting Occupational Surveys." This bulletin was issued in January, 1939, and was compiled from a study of 22 different occupational survey reports. It contains detailed instructions and samples of all the necessary blank forms for a survey to be conducted under public school auspices. In addition, the report calls for statements in answer to each of the following questions:

1. What are the types of occupations and how extensive are the industries in the area?
2. What personal qualifications and personality factors are preferred by employers?
3. What specific skills and understandings are expected of employees?
4. In what occupations are there definite employment opportunities?
5. What is the number and nature of the workers employed in the local industries?
6. What is the relation between the number of workers employed, unemployed and in training in the various occupations?
7. What is the attitude of management toward the work of the public vocational schools?
8. What is the possibility of establishing apprenticeship programs?
9. What is the need for part-time and evening industrial education?
10. What is the need for retraining unemployed workers?
11. What is the nature of the present secondary school program?
12. What is the nature of the present secondary school population?
13. What occupations are followed by the withdrawals and graduates of the local public schools?
14. Is there evidence that enrollments in grades ten, eleven, and twelve will be sufficient to justify the establishment or continuance of a vocational industrial curriculum?
15. What is the nature of the contacts between industries and the schools?
16. What is the status of the guidance program?
17. Is the community supplied with adequate placement service?
18. Should additional courses in trade preparation be added to the program?
19. What new courses are advisable on an industrial arts basis?
20. Is the present school program meeting the needs of the community?

The report also provides for the listing of recommendations for improvements in the secondary school program in the light of conclusions reached in answer to the list of 20 questions.

OCCUPATIONAL INFORMATION AND GUIDANCE

Because of the increasing national demand for assistance with occupational adjustment problems in the schools, a new Federal Agency, known as the Occupational Information and Guidance Service, was established in [illegible] 1938 in the Vocational Education Division of the United States Office of Education. It has taken over many of the services of the disbanded National Occupational Conference. Federal financial aid is available for establishment of Occupational Information and Guidance services in each state department of education. Until such time as a state service may be provided and is able to function through the Pennsylvania Department of Public Instruction, it is suggested that Occupational Adjustment Committee chairmen or secretaries write to Washington for copies of a folder explaining the Federal service and listing its available publications. Address: Occupational Information and Guidance Service, U. S. Office of Education, Federal Security Agency, Washington, D. C.

OCCUPATIONAL GUIDANCE

Definition - According to "The Principles and Practices of Educational and Vocational Guidance," issued by the National Vocational Guidance Association, 425 West 123rd Street, New York, New York:

> "Vocational Guidance is the process of assisting the individual to choose an occupation, prepare for it, enter upon and progress in it. It is concerned primarily with helping individuals make decisions and choices involved in planning a future and building a career -- decisions and choices necessary in effecting satisfactory vocational adjustment.
>
> "...Vocational guidance is concerned with the entire problem of adjusting the individual to occupational life, while vocational education is concerned with training him in the skills, the related knowledges, and the social understanding for a specific occupation or groups of related occupations."

Local school administrators are familiar with the qualifications and requirements of vocational counselors, and every secondary school should provide as extensive a program of counseling as can be offered within budgetary limitations.

The Pennsylvania Department of Public Instruction for many years has given serious attention to guidance problems, and a number of special studies have been made, one of which emphasized the necessity of providing for those unable to go to college and who need preparation for the technical, skilled, semi-skilled, and unskilled occupations. The Department's Bulletin 300, "Suggestions for Developing Guidance Practices in Secondary Schools" is a handbook for guidance teachers and counselors, and is outstanding in the field. It should be in the hands of every school superintendent, high school principal and counselor.

THE CAREER CONFERENCE*

In communities where quick action is desired in the field of occupational guidance, opportunity to make satisfactory headway in the schools is offered in the "Career Conference" plan that is being used effectively by an increasing number of secondary schools each year. The month of May is an ideal time for such programs which should be arranged primarily for the benefit of high school seniors and prospective drop-outs.

---

*For detailed suggestions see "How to Organize and Conduct Career Conferences," by Clarence C. Dunsmore, National Vocational Guidance Association, New York, N. Y. 1939. 6 pp. $0.10.

The Career Conference usually is preceded by a questionnaire survey of students who check lists indicating their first, second, and third choice of occupation. On the basis of this information speakers are chosen from outstanding individuals engaged in the respective occupations who then appear before groups of students interested in their particular types of work. Speakers tell of the educational and training requirements, opportunities for entrance and advancement, earnings, working conditions, etc., for their respective occupations. A period of questioning by students follows the presentation, the objective being to provide as much information as possible in the various occupational fields in which the students are interested. Group conferences usually follow an assembly program in which an outstanding speaker gives a general and inspirational talk on job requirements and opportunities. Group conferences may include such fields as advertising, salesmanship, nursing, auto or aviation mechanics, plumbing, radio, transportation and communication, engineering, etc.

OCCUPATIONAL TRAINING
(Vocational Education)

Part I of this Job Mobilization Committee bulletin was devoted to only one phase of the State's Plan for Vocational Education, Occupational Retraining. That phase is supported through a special State appropriation. But there are many other opportunities for local schools to provide for and expand their programs of vocational training with the aid of Federal Appropriations which are matched by special State appropriations. Federal funds are made available under what are known as the Smith-Hughes Act and the George-Deen Act of Congress. Last year the Federal allocation to Pennsylvania local school districts was $1,396,201.50. In part-time or evening classes the local school district receives 100 per cent of the amount paid to instructors of trade classes. Following are brief descriptions of the various types of business and industrial vocational education offered with State and Federal aid:

TRADE AND INDUSTRIAL EDUCATION -- For youths who, having selected a vocation, desire preparation for entering it as partially trained workers; for youths who, having already entered employment, seek greater efficiency in that employment; and for adult workers, established in their trades or occupations, who wish, through increase in their efficiency and wage-earning ability, to make progress in their occupations.

The present program is being conducted in day, part-time extension, part-time cooperative, and evening industrial schools and classes. Emphasis is being given to programs that have for their purpose the retraining of persons who have become unemployed. During the past year, 69 different courses were offered in Pennsylvania public schools in trade and industrial education. (For further details, see the Department of Public Instruction bulletin entitled "Vocational Trade and Industrial Education Training Service Opportunities")

Cooperative Part-Time Program in Diversified Occupations -- Better known as "Co-op Training," this plan represents an occupational training medium that is particularly attractive to communities that do not have vocational high schools or cannot finance the building and equipment for such schools. Training programs can be offered at very low cost because the pupils enrolled in such courses use the facilities of local industrial shops and factories as their laboratories. In this type of training the pupil attends classes in the local schools during the morning hours and spends the afternoon hours at work in factories or shops where they can obtain practical experience in the trade or occupation which they have chosen. An optional, and, in some instances, a more effective plan, is to have the pupil attend school one week full time and spend the following week on the job, full time. The plan interferes in no way with the regular programs for the training of apprentices or "learners." At the present time only two cities in Pennsylvania offer outstanding cooperative part-time programs, Pittsburgh and York.

APPRENTICE EDUCATION -- To extend the service of local public schools to employers and employees in order to assist them in making their apprentice education more effective. For details see Bulletin 538, "Apprentice Education Program and Plan of Cooperation with other Agencies," Department of Public Instruction, Harrisburg; also special bulletin, "Training of 'Apprentices' and 'Learners' to meet Shortage of Skilled Workers," issued in January by the Job Mobilization Committee.

DISTRIBUTIVE EDUCATION -- Part-time and evening classes for workers engaged in the distributive occupations -- those followed by workers directly engaged in merchandising activities, or in direct contact with buyers and sellers when (a) Distributing to consumers, retailers, jobbers, wholesalers, and others the products of farm and industry; (b) Managing, operating or conducting a commercial service or personal service business, or selling the services of such a business.

High school students may receive instruction as a part of their course of study provided they devote an equal amount of time to actual work in a store or commercial or personal service business. In some instances high school students get three hours of course instruction each school day as a part of the school program and work three hours in a store on lunch hour relief or in rush hours. Full-time job placement upon graduation is enhanced by this method. Bulletin 270, "The Administration and Organization of the Distributive Education Program," issued free by the Department of Public Instruction, Harrisburg, provides detailed information on the organization of classes and eligibility of students.

PLACEMENT AND FOLLOW-UP

At the present time most high school graduates depend for placement in jobs upon tips from friends or relatives, and suggestions from principals and teachers. It is recommended that all youth, upon leaving school with no employment in view, register at once with the local office of the State Employment Service. Special attention to Junior Placement is being given by the State Employment Service in Scranton and Wilkes-Barre, and the service is currently considering the expansion of its Junior Employment Service to at least 20 cities over the State.

The most elaborate of the Junior Employment Services now existing in Pennsylvania is operated in Philadelphia under the supervision of the Board of Education in cooperation with the Pennsylvania State Employment Service. This Junior Placement Division follows its own procedures which have been coordinated with the State Employment Service, and is limited to the junior age groups. Financial support is supplied by the State Employment Service. In Pittsburgh the Board of Education maintains its own Junior Employment Service.

The National Youth Administration does not maintain offices of its Junior Placement Service in Pennsylvania. All NYA youth workers in this state are registered at their nearest State Employment Service office and report for re-registration every three months.

Every placement should be followed by a check-up on the part of the organization or individual through whom it was made, in order that there will be assurance that the worker is in the right job and is satisfactory to the employer. There are various methods for doing this, but personal contact is by far the most desirable and effective.

YOU SHOULD KNOW THAT --

THE FUTURE CRAFTSMEN OF AMERICA is a nation-wide organization of boys enrolled in industrial courses in high schools and is designed to promote the spirit of craftsmanship. It serves urban youth in the same manner that the Future Farmers of

America serves the farm youth.

GYP TRAINING SCHOOLS each year reap a harvest of hundreds of thousands of dollars from unsuspecting youth attracted by glowing promises of jobs that never materialize, and offer training courses that frequently cannot be completed.

AN EXAMINATION IN "HOW TO FIND A JOB" must be passed satisfactorily before high school seniors obtain graduation diplomas in the Oakland, California, public schools. A special course in the subject is given prior to the examination, featured by the showing of two faculty-made motion pictures, "How to Find a Job," and "Twenty-four Jobs," the latter showing recent high school graduates in the jobs for which the schools prepared them.

THE DO'S AND DON'TS IN FINDING A JOB are set forth in detail in a small bulletin published by the Pennsylvania State Employment Service, covering dress, approach, manner of speech, etc. Copies are available at any State Employment Service office, or at the Central Office in Harrisburg.

FAKE VOCATIONAL COUNSELORS are springing up in the larger cities, charging exhorbitant fees for selecting your career by "reading" the shape of your face or the bumps on your head, or through other impossible methods. Counseling by mail also is held to be in the "racket" class.

KIWANIS INTERNATIONAL maintains a Committee on Vocational Guidance which is always active in promoting occupational adjustment through Vocational Guidance Committees in local clubs.

THE ROTARY CLUB of Chester launched a program of occupational guidance in the local high school with a career conference followed by various members asking a high school senior to visit office, store, or plant for one full day. Experiences then were discussed at a luncheon meeting with the boys. A permanent cooperative plan has developed. Success has been such that the local Business and Professional Women's Club of Chester started a similar program for the senior girls.

THE MAN MARKETING CLINIC idea has spread to Pennsylvania. Started and continued as a hobby by Sidney W. Edlund in New York last year, these free job clinics appear to be helpful to many job-seekers. Reports from Pittsburgh indicate that the open sessions every Tuesday evening at the State Employment Office, 526 Penn Avenue, get results through teaching job-seeking techniques and personal evaluation of work abilities.

JUNIOR ACHIEVEMENT has attracted 15,000 young people who have organized 1,000 production companies of their own through a nation-wide movement sponsored by Junior Achievement, Inc., 16 East 48th St., New York City. Projects are under way in Philadelphia and Pittsburgh, 16 companies having been organized in four months in the Pittsburgh area. Unemployed youth, 16 to 21 years of age, are brought together, they decide upon the manufacture of an article for which there might be a demand, organize their own production company, sell stock, and start to work in rented quarters. The story appeared in Readers Digest for September 1939.

"OCCUPATIONAL OPPORTUNITIES" is the title of a two-reel, 16 mm. film made by the public school staff in Pittsburgh. It shows recent high school graduates at work in their first jobs. The films may be borrowed free, borrower to pay transportation charges.

April 30, 1940

Chairmen of

County Boards of Assistance

The Job Mobilization Campaign comes to a close May 1, 1940. This Campaign has been conducted through the volunteer efforts of a large group of citizens working in cooperation with State Departments and local agencies, including the County Boards of Assistance.

The objectives of the Job Mobilization Campaign have been closely allied to those of the County Boards of Assistance. The Governor is anxious that the County Boards assume full responsibility for the active continuation of local measures in furtherance of these objectives.

The Public Assistance Law, as amended in 1939, provides a basis for County Board leadership in this connection. Section 7 (k) gives County Boards the power and duty:

> "To appoint sub-committees of the County Board or of local citizens in various communities of the county, as circumstances may require, to cooperate with the County Board in--(1) supplying information as to the eligibility of persons for assistance; (2) recommending local policies; and (3) stimulating local employment; and, on petition of fifty or more residents of any community, it shall be mandatory upon the Board to appoint a committee to function in such community."

I feel sure that your Board will wish to give immediate consideration to plans for utilizing, to the utmost degree, the services of the men and women in your community who have been active in the Job Mobilization Campaign and who may be willing to continue to make some contribution through membership on advisory committees.

One of the problems to which the State Job Mobilization Committee has devoted a considerable amount of study, in cooperation with the State Departments of Public Assistance, Labor and Industry and Public Instruction, is the problem of lack of training for specific types of work on the part of many unemployed persons. This lack is frequently a serious obstacle to the efforts of potential workers to obtain and hold jobs. Within each county, the local Assistance Board is in a position to assume leadership in a coordinated attack on this problem. The cooperation of the public school system, the State Employment Offices and other agencies is immediately available. Needless to say, the active participation of interested

citizens will be one of the most important factors in the success of any vocational training projects which may be undertaken now or in future.

At an early date I hope to place at your disposal certain specific suggestions which may be useful to your Board in connection with any action it may take on the basis of the resolution of the State Board of Public Assistance, dated April 11, 1940, a copy of which is attached.

Meanwhile, you may wish to get in touch with the men's and women's chairmen of your County Job Mobilization Committee, for preliminary suggestions as to persons who might be willing to serve on committees to be appointed by your Board as well as recommendations regarding projects of the local Job Mobilization Campaign which should be carried forward under County Board auspices.

Howard L. Russell
Secretary

RESOLUTION OF THE STATE BOARD
OF PUBLIC ASSISTANCE
APRIL 11, 1940

WHEREAS, one of the major objectives of the Department of Public Assistance and County Boards is to encourage employable assistance recipients in efforts to obtain and hold employment; and

WHEREAS, this is also an objective stressed in the Public Assistance Law; and

WHEREAS, in many instances a major obstacle to obtaining and holding employment is lack of training for specific types of work; and

WHEREAS, various Federal, State and local public agencies are in a position to offer vocational training opportunities to assistance recipients; therefore be it

RESOLVED, that the County Boards of Assistance are hereby authorized and urged to cooperate with other agencies in ascertaining local needs for vocational training, establishing needed training or retraining courses, selecting assistance recipients to whom the opportunity for training or retraining should be offered, and generally promoting local efforts to assist persons seeking work to prepare for and obtain employment; and be it

FURTHER RESOLVED, that the County Boards of Assistance may approve any training course offered under State or local public auspices, or both, as a Special Training Project, and that assistance recipients enrolled in such a course on a voluntary basis may be granted work credit under the Relief-Work Program of the Department of Public Assistance, such work credit to be based on actual hours of attendance and such monetary rate as the County Board shall prescribe; provided, however, that such work credit shall continue to be allowed only so long as the record of the assistance recipient in availing himself of the training opportunity is satisfactory to the authorities providing the course and to the County Board; and provided, further, that Special Training Projects approved by the County Board shall not be subject to the regulations governing work projects conducted under Act 401, approved June 27, 1939, and that assignments to Training Projects shall be voluntary on the part of assistance recipients.

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF PUBLIC ASSISTANCE

MEMORANDUM NO. 946

Harrisburg, May 9, 1940

TO: COUNTY BOARD CHAIRMEN - B-35
EXECUTIVE DIRECTORS - E-842
COUNTY SUPERVISORS - S-437
RWP MANAGERS - RWP-46

SUBJECT: ASSUMPTION OF JOB MOBILIZATION CAMPAIGN OBJECTIVES BY COUNTY BOARDS OF ASSISTANCE

In connection with the subjects covered in the letter of the Secretary of the Department to Chairmen of County Boards of Assistance, dated April 30, 1940, a list of individuals who have been active in the Job Mobilization Campaign, or interested in its objectives, in your community, is attached. This list was compiled by the State Office of the Job Mobilization Committee. It is suggested that County Boards utilize, to the utmost degree, the services of those men and women who may be willing to continue to make some contribution through membership on advisory committees. These committees should work with the County Boards on all general objectives of the campaign in which Boards are in a position to give immediate leadership.

There is one specific activity in which the Job Mobilization Committee was particularly interested; that is, training and retraining.

The attached Bulletin No. 7 was prepared by that Committee on this subject and was sent out to County Job Mobilization Committees before the decision was reached to place the responsibility for further activity on the County Boards of Assistance. The bulletin has been sent to the County Job Mobilization Committee members and to the County representatives of the State Department of Public Instruction. It describes a retraining program which would be essentially applicable to the activities of the County Boards with the exception of the pages in Part 1 pertaining to county and local organization. Recommendations on local organization will be sent you after conferences with the Department of Public Instruction and the Employment Service.

In the meantime cooperation with existing retraining projects is suggested. A complete list of retraining projects now operating and a list of those which will be operating in the near future is attached. Information regarding projects in your community can be secured from the persons specified.

Inquiries will probably be received from assistance recipients regarding retraining. In some counties where these retraining projects now exist the State Employment Service is active in the referral of prospective students. County offices should direct those interested in retraining to SES if that office is

now making referrals to projects. For those counties in which projects now exist and SES is not referring individuals a suggested form for referral is attached. This or a similar form should be used when referring recipients.

If assistance recipients are to be referred to projects with the view of allowing credit on the RWP program it will be necessary for the County Board to take the actions indicated in the Resolution of the State Board of Public Assistance, dated April 11, 1940, (Copy Attached).

Weekly attendance reports covering all relief recipient enrollees in a course must be submitted by the instructor. For this purpose DPA Form 506, "Sponsor's Labor Report," will be suitable. The instructor should also note on the form if the progress of the enrollee is not satisfactory, in which event credit on RWP will not be continued.

The enrollee's participation in retraining need not terminate upon discontinuance of the assistance grant.

The list of Job Mobilization Committee members and the Job Mobilization Committee Bulletin No. 7 is being attached only to the copies of this memorandum which go to Chairmen of County Boards and Executive Directors.

Raymond T. Bowman
Deputy Secretary

_____ County Board of Assistance

_____

Date _____

To:

This will introduce _____
who is interested in an occupational retraining course.

If accepted or rejected for the course kindly fill in the lower half of this form, detach and mail to the above address so that proper credit will be given on the Department's Relief Work Program.

Yours truly

_____

Record No. _____

_____
(Title)

Case Name _____

Address _____

_____

REPORT ON REFERRAL FOR OCCUPATIONAL RETRAINING

Name _____

Address _____

_____

Record No. _____
Accepted for Retraining___
No. of Hrs. Per Wk._____

Course

_____

_____

The above named individual has been interviewed by me and is (accepted / (rejected for retraining.

_____

_____
(Title)

Rejected for Retraining___

Reason _____

_____

_____

_____

EXISTING RETRAINING PROJECTS

Under the Pennsylvania Department of Public Instruction

School District	Title of Project	Secure Information From
Aliquippa	1. Domestic Service Training 2. Retraining Program for Veterans in CCC	Lytle M. Wilson County Superintendent
Altoona	1. Power Sewing Machine Operation 2. Sheet Metal Layout 3. Sporting Goods Manufacturing 4. Knitted Material Repair 5. Machine Shop Practice 6. Electric Welding 7. Related Subjects for Shop Training	Levi Gilbert City Superintendent
Beaver Falls	1. Retraining for NYA	J. Roy Jackson City Superintendent
Bethlehem	1. Household Arts Service	W. H. Weiss City Superintendent
Canton	1. Mechanical Training Course	R. A. G. Stetler Supervising Principal of School District
Carbon County	1. Airplane Mechanics	Stuart E. Prutzman County Superintendent
Chester	1. Household Service Training	F. Herman Fritz City Superintendent
Chester County	1. Waitress Training and Household Management	Clyde T. Saylor County Superintendent
E. Huntingdon Twp. Alberton Westmoreland County	1. Machine Shop	A. F. Green Supervising Principal of School District
Fayette County	1. Welding	Harry Brownfeld County Superintendent
Huntingdon	1. Mechanical Drawing and Blueprint Reading	Joshua G. Everard City Superintendent
Johnstown	1. Elementary Machine Shop 2. Advanced Machine Shop 3. Woodworking 4. Automatic Body & Fender Repair 5. Radio Service, Repair and Theory 6. Supervision of Retraining Projects (Note: All of the above six (6) projects for CCC)	D. D. McMaster City Superintendent

School District	Title of Project	Secure Information From
Lewistown	1. Retraining Program for CCC	C. V. Erdley City Superintendent
Lycoming County	1. NYA Resident Center Machine	Frank H. Painter County Superintendent
McKeesport	1. Housemaids Training Program	James H. Lawson City Superintendent
Monroe County	1. Hotel Service Education	John H. Junkle County Superintendent
New Castle	1. Waitress Training and Household Service for NYA	Clyde C. Green City Superintendent
Norristown	1. NYA Cooking 2. NYA Sewing 3. NYA Welding	H. S. Dietrich City Superintendent
Philadelphia	1. Related Instruction for NYA Youth 2. Related Mathematics and Science for NYA Youth	A. J. Stoddard City Superintendent
Pittsburgh	1. Retraining Program for CCC 2. Occupational Training for NYA Youth 3. Occupational Training for NYA Youth Outside of Pittsburgh 4. Occupational Training for Employed and Unemployed, Under Privileged Men 5. Occupational Training for NYA Youths in Related Drawing, Refrigeration and Air Conditioning 6. Occupational Training for NYA Girls in the Pittsburgh School District	Ben C. Graham City Superintendent
Shippensburg Twp. Cumberland County	1. Waitress Training for NYA	Ralph Jacoby County Superintendent
State College	1. Retraining for CCC 2. Diesel Engine Mechanics	Jo Hays Supervising Principal of School District
Tioga County	1. Waitress Training	Walter G. Clark County Superintendent
Uniontown	1. Domestic Training	J. Nelson Mowls City Superintendent

School District	Title of Project	Secure Information From
Wilkes-Barre	1. Homemaking and Waitress Training	A. E. Bacon City Superintendent
Williamsport	1. Coordination for Girls and Women 2. Drafting and Blueprint Reading 3. Aviation Mechanics 4. Job Adjustment for CCC Enrollees 5. Welding (Closed at Present - will be Reopened if Necessary)	A. M. Weaver City Superintendent
York	1. Retraining for CCC 2. Household Service	A. W. Ferguson City Superintendent

Retraining Projects to be Opened in Near Future

Erie	1. Cateresses	Herman Grose City Superintendent
Honesdale	1. Power Sewing Machine Operation	A. H. Howell County Superintendent
Lackawanna	1. Waitress Training 2. Caterers	Thomas Francis County Superintendent
Lehigh	1. Aviation Mechanics for NYA	Mervin J. Wertman County Superintendent
Meadville	1. Household Service Training	Warren P. Norton City Superintendent
Meyersdale	1. Power Sewing Machine Operation	Charles F. Saylor Supervising Principal of School District
Northampton	1. Power Sewing Machine Operation	G. A. Eichler County Superintendent
Philipsburg	1. Hosiery Making	F. G. Rogers County Superintendent

RESOLUTION OF THE STATE BOARD
OF PUBLIC ASSISTANCE
APRIL 11, 1940

WHEREAS, one of the major objectives of the Department of Public Assistance and County Boards is to encourage employable assistance recipients in efforts to obtain and hold employment; and

WHEREAS, this is also an objective stressed in the Public Assistance Law; and

WHEREAS, in many instances a major obstacle to obtaining and holding employment is lack of training for specific types of work; and

WHEREAS, various Federal, State and local public agencies are in a position to offer vocational training opportunities to assistance recipients; therefore be it

RESOLVED, that the County Boards of Assistance are hereby authorized and urged to cooperate with other agencies in ascertaining local needs for vocational training, establishing needed training or retraining courses, selecting assistance recipients to whom the opportunity for training or retraining should be offered, and generally promoting local efforts to assist persons seeking work to prepare for and obtain employment; and be it

FURTHER RESOLVED, that the County Boards of Assistance may approve any training course offered under State or local public auspices, or both, as a Special Training Project, and that assistance recipients enrolled in such a course on a voluntary basis may be granted work credit under the Relief-Work Program of the Department of Public Assistance, such work credit to be based on actual hours of attendance and such monetary rate as the County Board shall prescribe; provided, however, that such work credit shall continue to be allowed only so long as the record of the assistance recipient in availing himself of the training opportunity is satisfactory to the authorities providing the course and to the County Board; and provided, further, that Special Training Projects approved by the County Board shall not be subject to the regulations governing work projects conducted under Act 401, approved June 27, 1939, and that assignments to Training Projects shall be voluntary on the part of assistance recipients.

FINAL

SD 21 4/30/40

STATISTICAL REPORT

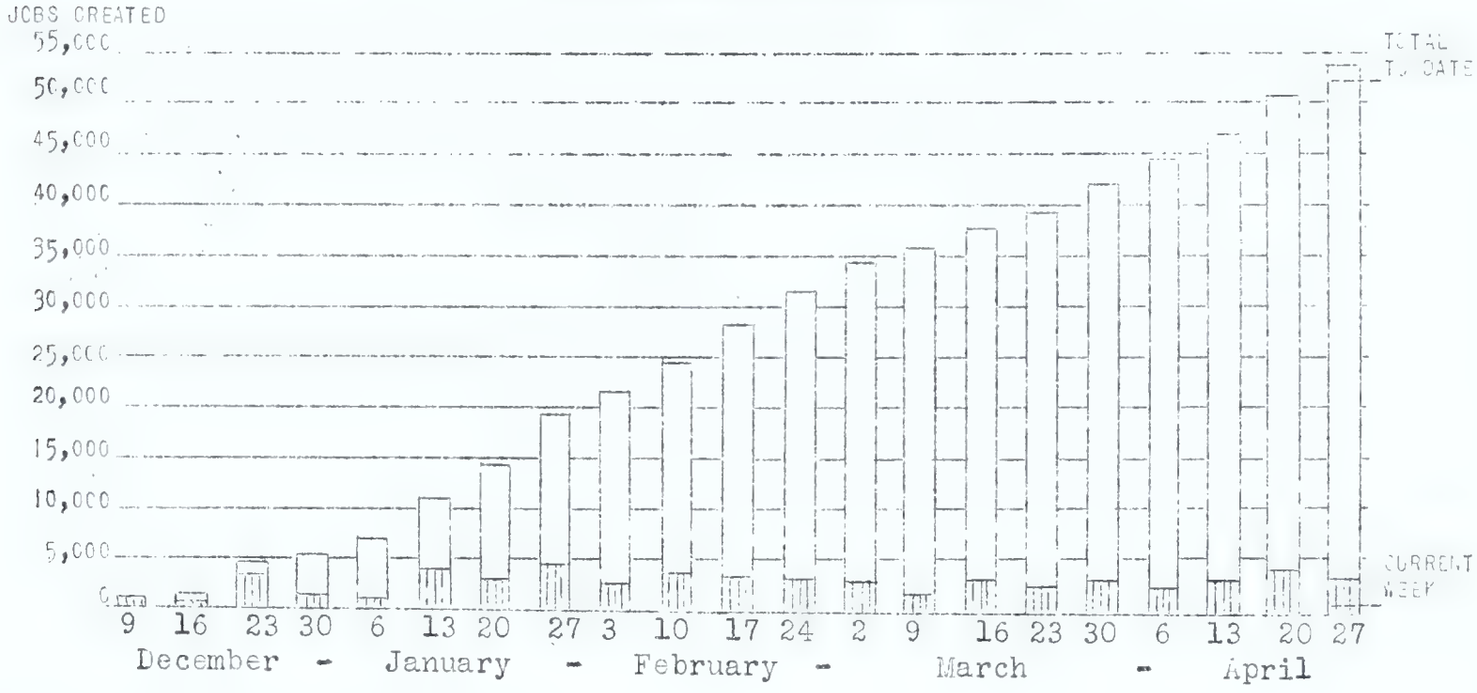
OF THE

JOB MOBILIZATION COMMITTEE

TO APRIL 27, 1940

COMMONWEALTH OF PENNSYLVANIA ROOM 100, STATE CAPITOL

ADDITIONAL JOBS CREATED, BY WEEK OF REPORT
AND CUMULATIVE TO EACH DATE



PART I. RESULTS OF THE CAMPAIGN

Reports received from the local Job Mobilization Committees from the beginning of the Campaign on November 15, 1939 to the last full week ending on April 27, show that 53,960 additional jobs*have been created. Philadelphia led all other counties by reporting 9,072 of these new job openings followed by Allegheny (6,834), Erie (5,035), Luzerne (4,622) and Blair (3,105).

In Chart II all counties have been placed on a common base for purposes of

*Statistics on "additional jobs created" do not represent net increases in employment. They are tabulated from Part I of the Placement Report Form and represent statements of employers that, "in cooperation with efforts being made to increase employment, additional jobs will be created for _____ "workers". The data indicate additional employment at a certain point in time, some of which may be temporary. Reports do not reflect (1) the number of employees whose jobs would have been discontinued were it not for the cooperation of employers with the Job Mobilization Program, (2) employment that occurs apart from the activities of the Campaign, and (3) lay-offs that normally take place.

comparison by expressing additional jobs created and job placements** as ratios to the estimated number of unemployed persons in each county at the beginning of the Campaign in November. A ranking on this basis puts Columbia County in first place with additional jobs equal to 59.1 per cent of its estimated number of unemployed persons, and actual job placements equal to 54.1 per cent. Erie ranked second with corresponding ratios of 40.5 per cent and 40.1 per cent followed by Blair (21.3 and 20.6 per cent) and Wayne (16.1 and 14.1 per cent). See Table I and Chart II.

The Metals and Metal Products industry was the major source of employment, accounting for 33.8 per cent of the new jobs reported during the Campaign, followed by Mine and Quarry Products (9.6 per cent), Merchandising (9.2 per cent) and Transportation, mostly railroads (8.3 per cent). See Table II.

In the occupational distribution Production Workers were in heaviest demand accounting for approximately one-half of all the new jobs created (49.6 per cent), followed by Physical Laborers, Craftsmen and Salespersons with 17.2, 9.5 and 8.0 per cent respectively. (See Table III for presentation by weeks and Table IV for County distribution).

A cumulative total of 3,330 additional jobs have been attributable to the efforts of the Women's Activities Committees in the various counties. Erie County led all other counties by reporting 1,019, followed by Luzerne, Washington and Westmoreland with 358, 352 and 258 additional jobs respectively. Domestic Service was the leading source of employment, accounting for 1,702 of the jobs secured through these groups. (See Table V).

PART II. RESULTS OF THE RENOVIZE CAMPAIGN

A total of over twelve million dollars has been reported by the county committees as pledged by property owners in renovizing work. Counties showing more than half a million dollars in this work were: Alleghany, Blair, Lancaster, Lehigh, Lycoming, Montgomery and Philadelphia. (See Tables VI and VII).

PART III. THE UNEMPLOYMENT AND RELIEF PROBLEM

The State General Assistance rolls continued their downward motion during the week ending April 20 (the most recent week for which data have been reported) by registering a net decrease of 3,050 cases, the largest net change since early in December. Since the beginning of the Job Mobilization Campaign November 15, 1939, the General Assistance rolls have decreased from 217,016 to the present case load of 195,040. During this same period of time the number of WPA employees increased from 141,980 to 155,765. This results in a decrease of 10,527 in the unduplicated number of cases receiving either State General Assistance or Federal Work Relief. The number of persons dependent on the General Assistance grants or Work Relief wages decreased between November 15, 1939 and April 20, 1940 by 21,000.

Of the 195,040 active cases during the week ending April 20, 134,290 were classified as having one or more employable members. These employable cases contained 154,967 employable persons. During the same week 155,765 persons who had been certified as in need of relief were employed on WPA Projects. (See Tables VIII and IX). (Continued on Page No. 10).

**These data are reported on Part III of the Placement Report Form, and constantly lag behind the number of additional jobs employers have stated on Part I that they will create immediately or soon thereafter. This is a natural condition resulting from (1) an unavoidable delay between a decision to create additional employment and the actual hiring of the workers, and (2) the additional time required to prepare and transmit the report on workers securing jobs to the County Offices of the Department of Public Assistance and thence to the State Office.

CHART II

RATIO OF ADDITIONAL JOBS CREATED AND WORKERS REPORTED AS PLACED TO ESTIMATED UNEMPLOYMENT (PRELIMINARY FIGURES) AT THE BEGINNING OF THE JOB MOBILIZATION CAMPAIGN (AS REPORTED TO APRIL 27)

County	Additional Jobs Created		Workers Reported as Placed		Ratio (Percentage)
	Number	Ratio to Unempl.	Number	Ratio to Unempl.	0 10 20 30 40 50 60
STATE TOTAL	53,960	5.1	33,313	3.1	###--
Allegheny	6,834	4.3	99	0.1	/---
Armstrong	207	1.8	152	1.3	#-
Beaver	128	1.0	31	0.2	/
Bedford	148	3.2	87	1.9	##-
Berks	746	4.0	732	3.9	####
Blair	3,105	21.3	3,011	20.6	##########################
Bucks	261	3.6	248	3.4	###-
Butler	448	4.3	431	4.1	####
Cambria	383	1.5	23	0.1	/-
Cameron	25	7.7	15	4.6	#####---
Carbon	55	0.7	54	0.7	#
Centre	130	2.3	74	1.3	#-
Chester	189	1.5	189	1.5	##
Clarion	122	2.9	79	1.9	##-
Clearfield	262	3.9	128	1.9	##--
Clinton	107	3.2	88	2.7	###
Columbia	2,516	59.1	2,303	54.1	##-----
Crawford	2	a	1	a	a
Cumberland	99	1.6	43	0.7	#-
Dauphin	338	2.3	321	2.2	##
Delaware	1,460	3.3	754	1.7	##-
Elk	130	5.0	128	4.9	#####
Erie	5,035	40.5	4,985	40.1	##################################-
Fayette	421	1.8	219	0.9	#-
Franklin	8	0.1	4	0.1	/
Huntingdon	370	7.2	363	7.0	#######
Indiana	177	2.2	109	1.3	#-
Jefferson	269	3.9	219	3.2	###-
Juniata	2	0.1	-	a	a
Lackawanna	1,690	4.1	892	2.2	##--
Lancaster	1,281	11.5	543	4.9	#####-------
Lawrence	196	2.7	158	2.2	##-
Lebanon	486	9.8	273	5.5	######----
Lehigh	515	2.5	455	2.2	##-
Luzerne	4,622	6.2	2,985	4.0	####--
Lycoming	2	a	-	a	a
McKean	63	0.9	56	0.8	#
Mercer	823	11.7	759	10.7	###########-
Mifflin	222	3.7	209	3.5	####
Monroe	29	1.0	24	0.8	#
Montgomery	410	1.7	243	1.0	#-
Montour	92	3.9	92	3.9	####
Northampton	323	2.4	49	0.4	/-
Northumberland	1,252	7.0	1,225	6.8	######
Philadelphia	9,072	4.3	3,484	1.7	##--
Pike	13	1.2	8	0.8	#
Potter	10	0.5	1	0.1	/
Schuylkill	1,524	4.9	1,140	3.7	####-
Somerset	523	6.5	106	1.3	#------
Sullivan	50	4.8	50	4.8	#####
Susquehanna	73	3.3	70	3.1	###
Venango	597	7.5	535	6.7	#######-
Warren	498	9.8	345	6.8	######---
Washington	1,964	10.2	1,493	7.8	#######--
Wayne	522	16.1	458	14.1	##############--
Westmoreland	2,808	7.6	2,653	7.2	######-
Wyoming	63	5.0	54	4.3	####-
York	260	2.0	63	0.5	#-

TABLE I

NUMBER OF ADDITIONAL JOBS CREATED
BY PERIOD OF REPORT AND BY COUNTY

County	Total	April	March	February	January	December
TOTAL	53,960	12,010	10,601	12,307	12,910	6,132
PER CENT	100.0	22.3	19.6	22.8	23.9	11.4
Allegheny	6,834	5,321	619	48	296	550
Armstrong	207	-	-	5	202	-
Beaver	128	18	13	97	-	-
Bedford	148	2	1	-	145	-
Berks	746	122	171	326	119	8
Blair	3,105	17	74	92	2,922	-
Bucks	261	9	170	81	1	-
Butler	448	58	70	320	-	-
Cambria	383	17	1	5	360	-
Cameron	25	8	2	6	7	2
Carbon	55	-	8	44	3	-
Centre	130	38	38	24	-	30
Chester	189	16	29	15	118	11
Clarion	122	15	39	54	14	-
Clearfield	262	34	172	56	-	-
Clinton	107	11	30	47	19	-
Columbia	2,516	83	283	117	964	1,069
Crawford	2	1	-	1	-	-
Cumberland	99	48	37	14	-	-
Dauphin	338	6	59	245	28	-
Delaware	1,460	70	786	601	-	3
Elk	130	38	45	43	3	1
Erie	5,035	987	1,532	1,167	1,349	-
Fayette	421	41	105	196	79	-
Franklin	8	2	5	1	-	-
Huntingdon	370	14	55	301	-	-
Indiana	177	-	59	118	-	-
Jefferson	269	54	46	61	49	59
Juniata	2	2	-	-	-	-
Lackawanna	1,690	203	410	96	703	278
Lancaster	1,281	703	278	36	244	20
Lawrence	196	33	56	107	-	-
Lebanon	486	76	100	83	227	-
Lehigh	515	14	439	55	7	-
Luzerne	4,622	246	497	611	1,572	1,696
Lycoming	2	-	2	-	-	-
McKean	63	40	23	-	-	-
Mercer	823	94	59	89	515	66
Mifflin	222	53	58	63	34	14
Monroe	29	1	-	3	2	23
Montgomery	410	49	120	120	117	4
Montour	92	-	92	-	-	-
Northampton	323	150	3	12	158	-
Northumberland	1,252	2	64	968	183	35
Philadelphia	9,672	2,021	1,890	3,738	1,362	1
Pike	13	5	-	3	5	-
Potter	10	3	-	-	7	-
Schuylkill	1,524	412	431	656	25	-
Somerset	523	35	160	328	-	-
Sullivan	50	50	-	-	-	-
Susquehanna	73	13	44	-	16	-
Venango	597	93	353	211	-	-
Warren	498	123	29	245	101	-
Washington	1,964	365	723	383	208	285
Wayne	522	62	120	168	39	133
Westmoreland	2,808	127	187	197	496	1,801
Wyoming	63	3	14	3	-	43
York	260	2	-	47	211	-

TABLE II

NUMBER OF ADDITIONAL JOBS CREATED
BY PERIOD OF REPORT AND BY SOURCE OF EMPLOYMENT

Source	Total Number	Total Per Cent	April	March	February	January	December
TOTAL	53,960	100.0	12,010	10,601	12,307	12,910	6,132
Agriculture	275	0.5	73	30	162	8	2
Chem. & Allied Prod.	293	0.5	9	169	87	24	4
Clay, Glass & Stone	542	1.0	11	48	220	225	38
Construction	1,571	2.9	248	732	206	362	23
Domestic Service	2,703	5.0	584	904	724	347	144
Food & Kindred Prod.	3,180	5.9	580	589	1,638	137	236
Government	296	0.5	197	86	7	6	-
Hotel & Restaurant	513	1.0	77	162	165	60	[illegible]
Leather & Rubber	198	0.4	7	44	91	46	10
Lumber Products	357	0.7	41	66	142	104	[illegible]
Merchandising	4,952	9.2	1,649	941	690	490	1,182
Mine & Quarry	5,206	9.6	301	716	1,859	2,233	97
Metal & Products	18,210	33.8	5,292	3,284	2,286	4,311	3,037
Paper & Printing	731	1.4	173	135	171	234	18
Petroleum & Prod.	.454	0.8	229	156	58	7	[illegible]
Textiles	4,323	8.0	611	936	1,060	1,195	521
Tobacco	1,109	2.1	193	126	790	-	-
*Trans. & Comm.	4,502	8.3	803	493	337	2,847	22
**Utilities	596	1.1	368	81	140	6	1
Other	3,949	7.3	564	903	1,474	268	740

*Additional Jobs Created by Type of Transportation or Communication; Railroads 3,312, Motor Trucking 947, Street Railways 91, Telephone 1, Taxi Cab 1, Radio 10, Telegraph 85, Airlines 55.

**Additional Jobs Created by Type of Utility Company; Light & Power 468, Water 64, Gas 64.

TABLE III

NUMBER OF ADDITIONAL JOBS CREATED
BY OCCUPATION AND BY WEEK REPORTED

Week Ending	Total	Sales	Clerical	Service Workers	Craftsmen	Physical Laborers	Production Workers	Other
Dec. 9, 1939	699	181	25	19	2	191	270	11
" 16	658	148	56	165	55	52	181	1
" 23	3,395	636	268	40	290	687	1,446	28
" 30	1,380	253	67	64	255	186	551	4
Jan. 6, 1940	1,225	219	66	68	34	139	694	5
" 13	3,885	61	13	97	177	165	3,319	53
" 20	3,421	94	175	69	656	699	1,232	496
" 27	4,379	72	87	243	1,074	1,047	1,767	89
Feb. 3	2,541	280	84	265	92	430	1,304	86
" 10	3,324	169	113	513	281	223	1,891	134
" 17	3,269	114	44	129	256	291	1,944	491
" 24	3,173	165	64	119	294	1,634	869	28
Mar. 2	2,765	160	65	467	148	327	1,529	69
" 9	1,366	131	31	174	148	256	472	154
" 16	2,090	62	36	187	412	531	774	88
" 23	2,019	393	82	245	157	395	701	46
" 30	2,361	67	130	193	219	501	1,014	237
Apr. 6	2,134	258	103	212	115	184	1,040	222
" 13	2,614	271	176	353	233	556	1,200	25
" 20	3,884	202	109	203	182	60	3,102	26
" 27	3,178	368	171	292	56	734	1,477	80
TOTAL	53,960	4,304	1,965	4,117	5,136	9,288	26,777	2,373
PER CENT	100.0	8.0	3.6	7.6	9.5	17.2	49.6	4.5

TABLE IV

NUMBER OF ADDITIONAL JOBS CREATED, BY OCCUPATION
(AS REPORTED TO APRIL 27)

County	Total	Sales	Clerical	Service Workers	Craftsmen	Physical Laborers	Production Workers	Other
TOTAL	53,960	4,304	1,965	4,117	5,136	9,288	26,777	2,373
PER CENT	100.0	8.0	3.6	7.6	9.5	17.2	49.6	4.5
Allegheny	6,834	338	276	399	255	615	4,716	235
Armstrong	207	-	5	4	16	1	180	1
Beaver	128	-	-	25	6	1	95	1
Bedford	148	-	2	2	61	83	-	-
Berks	746	127	8	12	45	73	442	39
Blair	3,105	51	11	129	53	32	2,818	11
Bucks	261	1	5	4	4	-	247	-
Butler	448	-	2	6	14	2	424	-
Cambria	383	-	-	-	5	1	376	1
Cameron	25	1	-	8	2	13	-	1
Carbon	55	-	-	1	1	5	40	8
Centre	130	2	-	1	-	84	30	13
Chester	189	13	2	23	13	31	106	1
Clarion	122	-	6	10	9	59	38	-
Clearfield	262	16	4	51	75	2	55	59
Clinton	107	1	-	-	12	25	69	-
Columbia	2,516	199	72	16	521	297	1,410	1
Crawford	2	-	-	-	-	-	-	2
Cumberland	99	4	7	10	22	10	44	2
Dauphin	338	-	3	3	15	91	188	38
Delaware	1,460	13	71	38	248	337	280	473
Elk	130	6	-	19	9	78	17	1
Erie	5,035	107	116	843	125	284	2,956	604
Fayette	421	79	6	80	15	129	102	10
Franklin	8	-	2	3	-	3	-	-
Huntingdon	370	55	13	30	11	35	225	1
Indiana	177	2	2	22	1	8	142	-
Jefferson	269	24	32	85	64	21	29	14
Juniata	2	-	-	-	2	-	-	-
Lackawanna	1,690	274	106	256	405	277	356	16
Lancaster	1,281	5	10	-	353	269	637	7
Lawrence	196	2	-	3	16	8	153	14
Lebanon	486	-	-	-	3	34	449	-
Lehigh	515	-	5	34	128	263	70	15
Luzerne	4,622	846	251	128	182	2,138	1,016	61
Lycoming	2	-	-	2	-	-	-	-
McKean	63	2	9	25	7	18	1	1
Mercer	823	-	25	2	118	124	550	4
Mifflin	222	22	10	108	15	13	50	4
Monroe	29	1	2	8	-	4	11	3
Montgomery	410	26	26	29	67	98	141	23
Montour	92	-	-	-	-	85	-	7
Northampton	323	22	1	-	137	47	102	14
Northumberland	1,252	51	21	8	51	949	162	10
Philadelphia	9,072	606	615	347	1,418	853	4,930	303
Pike	13	1	-	-	3	4	5	-
Potter	10	-	-	-	1	9	-	-
Schuylkill	1,524	62	40	82	42	465	697	136
Somerset	523	2	10	13	205	244	32	17
Sullivan	50	-	-	-	-	-	-	50
Susquehanna	73	-	-	2	-	16	53	2
Venango	597	76	46	80	148	64	129	54
Warren	498	39	9	80	27	142	180	21
Washington	1,964	827	41	667	43	100	267	19
Wayne	522	32	1	10	2	233	198	46
Westmoreland	2,808	366	66	384	77	488	1,407	20
Wyoming	63	2	25	23	1	4	-	8
York	260	1	1	2	83	19	152	2

TABLE V

NUMBER OF ADDITIONAL JOBS CREATED
THROUGH THE EFFORTS OF THE WOMEN'S ACTIVITIES GROUP,
BY SOURCE OF EMPLOYMENT AND BY COUNTY
(AS REPORTED TO APRIL 27)

County	Total	Domestic Service	Food & Kindred Prod.	Hotel & Restaurant	Merchandising	Metals & Products	Textiles & Products	Other
TOTAL	3,330	1,702	39	218	412	108	207	644
PER CENT	100.0	51.1	1.2	6.6	12.4	3.3	6.2	19.2
Allegheny	114	87	1	3	4	-	-	19
Armstrong	5	4	-	1	-	-	-	-
Beaver	27	11	-	16	-	-	-	-
Bedford	3	3	-	-	-	-	-	-
Berks	4	4	-	-	-	-	-	-
Blair	138	82	-	22	4	2	-	28
Butler	128	6	-	-	-	-	120	2
Cambria	16	-	-	-	-	-	16	-
Cameron	5	5	-	-	-	-	-	-
Centre	28	1	-	-	-	3	-	24
Clarion	10	10	-	-	-	-	-	-
Clearfield	49	42	-	1	-	-	-	6
Cumberland	3	3	-	-	-	-	-	-
Delaware	25	14	-	-	-	-	-	11
Elk	18	11	-	-	-	7	-	-
Erie	1,019	583	12	92	78	90	55	109
Fayette	162	47	-	5	57	2	-	51
Franklin	5	3	-	-	-	-	-	2
Huntingdon	16	3	-	-	2	-	-	11
Indiana	14	6	-	3	-	-	-	5
Jefferson	56	43	-	-	1	-	4	8
Juniata	2	-	-	-	-	-	-	2
Lackawanna	40	24	6	1	1	-	4	4
Lawrence	13	3	-	-	-	-	-	10
Lehigh	15	13	-	-	-	-	-	2
Luzerne	358	104	15	10	75	-	-	154
Lycoming	2	2	-	-	-	-	-	-
McKean	55	13	2	7	7	1	1	24
Mifflin	44	33	1	-	-	-	-	10
Monroe	2	2	-	-	-	-	-	-
Montgomery	14	11	-	-	3	-	-	-
Northumberland	1	1	-	-	-	-	-	-
Philadelphia	11	1	-	-	-	-	-	10
Pike	5	5	-	-	-	-	-	-
Schuylkill	1	-	-	-	1	-	-	-
Somerset	171	51	-	5	4	-	-	111
Susquehanna	2	2	-	-	-	-	-	-
Venango	33	30	-	3	-	-	-	-
Warren	98	40	-	12	23	1	-	22
Washington	352	212	1	20	107	-	7	5
Wayne	6	5	-	1	-	-	-	-
Westmoreland	258	180	1	16	45	2	-	14
York	2	2	-	-	-	-	-	-

TABLE VI

AMOUNT OF RENOVIZE WORK BY TYPE BY COUNTY
(As Reported to April 27)

County	Total	Homes	Stores	Apts.	Factory	Public Prop.	Hotels	Office Bldgs.	Farms	Other
Allegheny	$ 692,795	$317,684	$ -	$ -	$ -	$300,000	$ -	$ -	$ -	$75,111
Berks	153,290	73,315	25,750	10,015	33,125	4,400	325	2,238	-	4,122
Blair	1,837,054	47,433	4,254	4,075	2,500	301,047	15,135	1,100	2,575	1,458,935
Bucks	11,090	6,240	280	3,000	450	-	-	-	1,070	50
Butler	19,477	16,527	-	450	-	2,000	500	-	-	-
Cambria	173,328	34,715	4,795	2,558	86,300	1,500	-	-	-	43,460
Centre	68,625	1,625	-	-	-	-	15,000	-	-	52,000
Chester	88,950	17,761	13,380	17,900	6,817	1,677	-	11,750	9,650	10,015
Clinton	12,690	2,450	1,550	25	8,500	-	-	125	40	-
Crawford	50	-	-	-	50	-	-	-	-	-
Dauphin	26,385	8,475	2,700	2,910	10,300	-	-	1,000	150	250
Delaware	6,000	-	-	-	6,000	-	-	-	-	-
Elk	84,975	7,050	7,450	3,500	51,400	11,700	-	-	-	3,875
Erie	352,375	46,175	3,000	-	223,300	75,000	3,500	100	-	1,300
Huntingdon	273,509	7,384	33,700	2,000	10,000	130,000	325	-	-	90,100
Indiana	17,895	14,566	150	1,050	-	-	-	-	2,079	50
Jefferson	21,020	2,545	-	4,250	850	-	-	625	250	12,500
Juniata	3,947	3,047	100	-	-	-	-	-	800	-
Lackawanna	144,777	52,977	18,700	-	3,000	-	-	-	-	70,100
Lancaster	1,223,080	19,380	149,700	5,200	738,250	110,000	-	550	-	[illegible]
Lebanon	21,500	500	-	21,000	-	-	-	-	-	-
Lehigh	593,895	44,970	35,425	61,900	16,875	1,700	3,600	319,200	2,575	107,650
Luzerne	468,022	158,474	101,722	94,381	12,270	-	55,180	12,875	-	33,120
Lycoming	886,266	99,716	212,575	3,135	552,175	290	50	255	2,395	15,675
McKean	100,700	300	15,000	-	-	2,400	-	-	-	83,000
Mifflin	20,300	500	19,800	-	-	-	-	-	-	-
Monroe	33,975	1,050	1,575	-	5,000	-	25,000	1,250	100	-
Montgomery	541,466	74,960	3,200	-	406,079	1,200	-	7,600	-	48,427
Northampton	34,175	21,900	2,000	4,835	55	-	-	1,200	400	3,785
Philadelphia*	3,743,668	241,427	237,075	164,320	27,600	-	72,500	49,014	-	2,951,932
Pike	6,900	3,200	3,700	-	-	-	-	-	-	-
Schuylkill	172,627	50,024	29,115	36,749	14,750	23	2,000	2,200	-	37,766
Sullivan	25,500	-	-	-	25,500	-	-	-	-	-
Venango	465,710	2,650	10,560	-	40,000	149,000	-	1,500	-	262,000
Warren	1,500	-	1,500	-	-	-	-	-	-	-
Westmoreland	53,300	45,500	4,800	-	-	-	-	3,000	-	-
Wyoming	1,700	-	-	-	1,700	-	-	-	-	-
TOTAL	$12,382,516	1,424,520	944,356	443,253	2,283,446	1,091,937	193,115	415,502	22,084	5,564,223

*$136,810 of this amount reported by Women's Activities Committees.

New Construction Reported (Other than Renovizing) not included in Above Figures: Chester, $94,500; Dauphin, $26,000; Lackawanna, $67,500; Luzerne, $34,000; Northampton, $310,600.

TABLE VII

AMOUNT OF RENOVIZE WORK
BY TYPE BY WEEK REPORTED

Week Ending	Total	Homes	Stores	Apts.	Factory	Public Prop.	Hotels	Office Bldgs.	Farms	Other
March 9	$164,935	$43,900	$39,028	$ 4,490	$ 8,750	$ -	$36,000	$ -	$ -	$ 32,767
" 16	610,382	29,842	302,250	19,350	198,575	-	-	12,605	100	47,660
" 23	235,143	106,717	24,741	15,075	56,030	-	25,000	2,580	-	5,000
" 30	2,441,591	227,096	80,979	77,673	1,095,592	402,014	17,510	331,883	13,415	195,429
April 6	722,554	113,195	30,500	42,735	66,430	147,000	20,100	3,500	3,829	295,265
" 13	889,763	391,264	61,100	27,435	1,402	312,000	-	-	-	96,562
" 20	5,691,242	160,784	178,222	153,966	229,777	151,423	52,300	46,000	3,715	4,715,055
" 27	1,626,906	351,722	227,536	102,529	626,890	79,500	42,205	19,089	950	176,485
TOTAL	$12,382,516	1,424,520	944,356	443,253	2,283,446	1,091,937	193,115	415,657	22,009	5,564,223

CHART III

AVERAGE NUMBER OF CASES DEPENDENT ON STATE GENERAL ASSISTANCE (GA) AND FEDERAL WORK RELIEF (WPA), BY MONTHS (OR WEEKS) 1935 - 1940

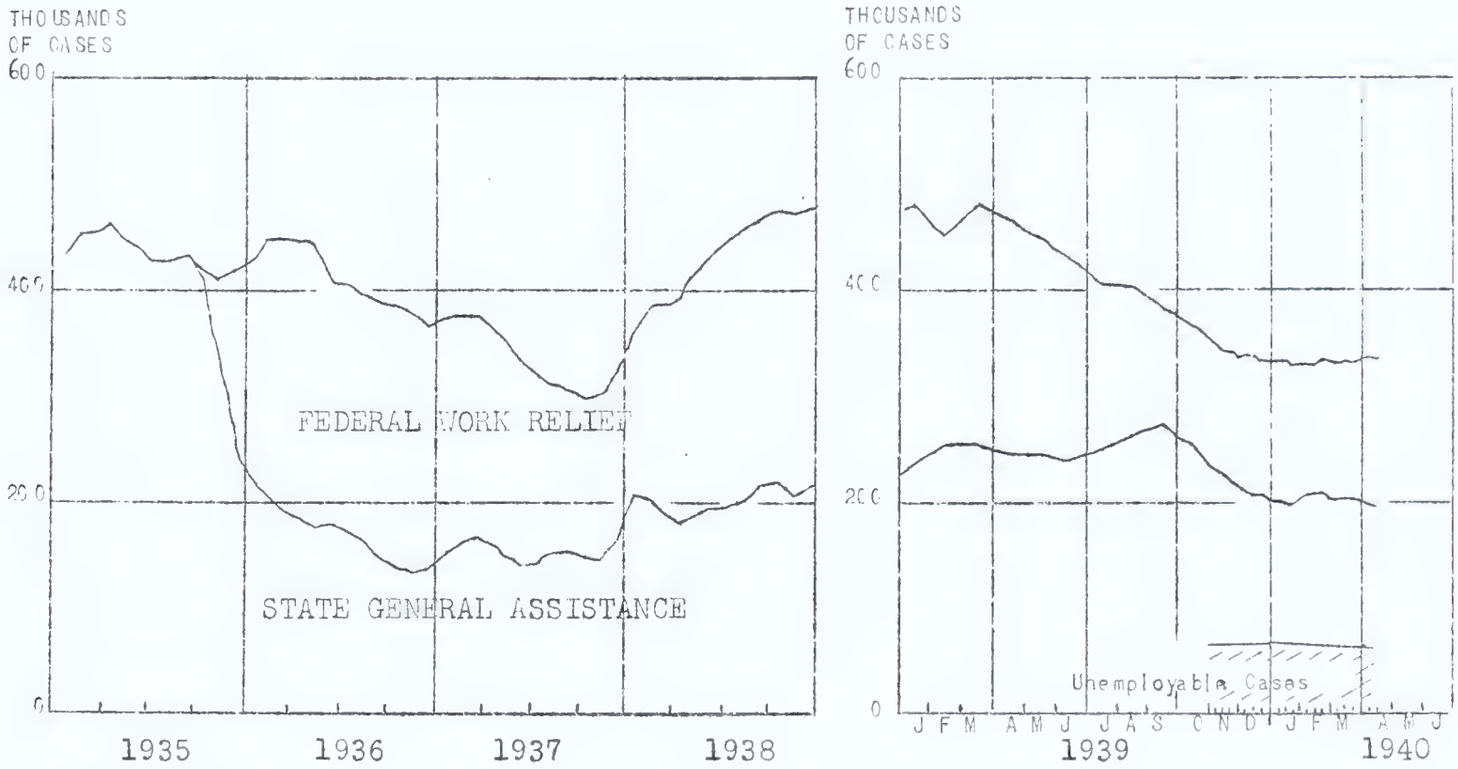
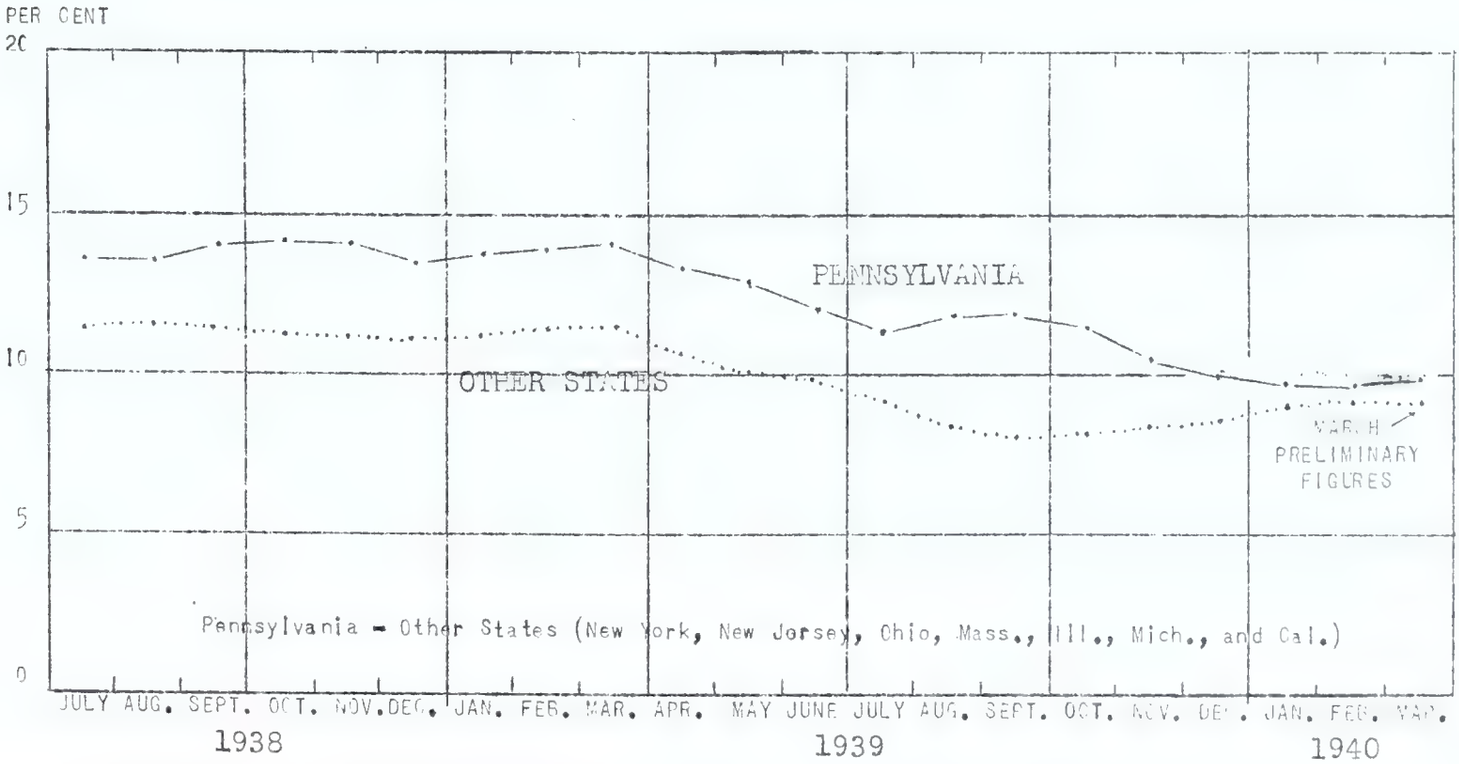


CHART IV

PENNSYLVANIA COMPARED WITH OTHER LARGE INDUSTRIAL STATES ACCORDING TO THE RATIO OF THE TOTAL NUMBER OF CASES DEPENDENT ON STATE GENERAL RELIEF AND FEDERAL WORK RELIEF (WPA) TO GAINFUL WORKERS
JULY 1938 - MARCH 1940



Source: Relief Cases - Social Security Board, Work Projects Administration, Individual States' Gainful Workers - U. S. Census, 1930.

TABLE VIII

NUMBER AND PERCENTAGE CHANGES FOR EMPLOYABLE GENERAL ASSISTANCE CASES (GA), WORK PROJECTS ADMINISTRATION CASES (WPA) AND STATE EMPLOYMENT OFFICE (SEO) ACTIVE REGISTRANTS

Week Ending	Number			Percentage Change From Previous Week			Percentage Change From Week Ending Nov. 18, 1939		
	GA Employable Cases	WPA c/ Cases	SEO Act. d/ Regis.	GA Employable Cases	WPA c/ Cases	SEO Act. d/ Regis.	GA Employable Cases	WPA c/ Cases	SEO Act. d/ Regis.
Nov. 18, 1939	152,997	141,980	419,206	-	-	-	-	-	-
" 25	148,112	142,032	427,034	-3.2	a/	+1.9	- 3.2	- a/	+2.1
Dec. 2	144,891	141,166	417,041	-2.2	-0.6	-2.3	- 5.3	-0.6	-0.5
" 9	142,775	142,068	412,528	-1.5	+0.6	-1.1	- 6.7	+0.1	-1.6
" 16	141,847	141,319	410,581	-0.6	-0.5	-0.5	- 7.3	-0.5	-2.1
" 23	140,966	141,915	412,985	-0.6	+0.4	+0.6	- 7.9	- a/	-1.5
" 30	140,026	142,748	420,398	-0.7	+0.6	+1.8	- 8.5	+0.5	+0.3
Jan. 6, 1940	138,326	141,554	413,286	-1.2	-0.8	-1.7	- 9.6	-0.3	-1.4
" 13	136,471	140,728	425,494	-1.3	-0.6	+3.0	-10.8	-0.9	+1.5
" 20	135,506	140,120	425,671	-0.7	-0.4	- a/	-11.4	-1.3	+1.5
" 27	133,462	139,533	435,903	-1.5	-0.4	+2.4	-12.8	-1.7	+4.0
Feb. 3	135,148	139,104	434,388	+1.3	-0.3	-0.3	-11.7	-2.0	+3.6
" 10	135,777	138,655	429,901	+0.5	-0.3	-1.0	-11.3	-2.3	+2.6
" 17	135,880	139,182	429,890	+0.1	+0.4	- a/	-11.2	-2.0	+2.5
" 24	135,831	139,248	432,803	- a/	+ a/	+0.7	-11.2	-1.9	+3.2
Mar. 2	136,551	139,346	421,567b/	+0.5	+0.1	-2.6b/	-10.7	-1.9	+0.6
" 9	135,763	139,787	421,567b/	-0.6	+0.3	b/	-11.3	-1.5	+0.6b/
" 16	138,847	140,203	421,567b/	+2.3e/	+0.3	b/	- 9.2e/	-1.3	+0.6b/
" 23	138,589	141,671	421,567b/	-0.2	+1.0	b/	- 9.4	-0.2	+0.6b/
" 30	138,366	143,984	421,567b/	-0.2	+1.6	b/	- 9.6	+1.4	+0.6b/
Apr. 6	137,280	149,566	b/	-0.8	+3.9	b/	-10.3	+5.3	b/
" 13	137,340e/	153,095	b/	+0.4e/	+2.4	b/	-10.2e/	+7.8	b/
" 20	134,290	155,765	b/	-1.5	+1.7	b/	-12.2	+9.7	b/

a/ Less than one-twentieth of one per cent.
b/ Data available subsequent to February only on monthly basis.
c/ Since both State General Assistance and Federal Work Relief (WPA) are unemployment relief programs, it should be noted that as long as there is a pool of unemployed persons receiving General Assistance, changes in WPA employment are not significant as reflecting changes in employment conditions.
d/ The file of active registrants with the State Employment Office includes in addition to recipients of State and Federal relief a number of other persons who wish to take advantage of new job opportunities. Since the tendency to take advantage of employment facilities may vary with employment conditions, changes in the file do not necessarily reflect inverse employment conditions.
e/ A large part of the increase was due to an adjustment in the number of employable cases.

PART III. THE UNEMPLOYMENT AND RELIEF PROBLEM (Continued)

Chart IV presents a comparison of Pennsylvania with the seven other large industrial states according to the ratio of the total number of cases dependent on State General Relief and Federal Work Relief (WPA) to gainful workers as reported in the 1930 census of the United States. Although not exactly uniform in all of the States concerned, the number of General Relief cases tends to represent a corresponding number of employable persons which when added to the number of WPA employees yields a fair measure of the number of unemployed people dependent on State or Federal unemployment relief.

In brief, it is indicated that in all of the States considered the extent of this dependency is less than one year ago; that between March, 1939 and March, 1940 the ratio has decreased in Pennsylvania approximately 4 per cent and in the "other States" 2 per cent; and that in Pennsylvania the trend has, in general, continued to the present time, while in the "other States" the low point was reached in September, 1939, after which there has been an increase.

The causes of both the month to month and constant variations in the amount of dependency on unemployment relief in the various states may be found in the differences in relief standards, seasonal employment, and the type of industry that may be responding to a particular economic stimulus.

TABLE IX

NUMBER OF WPA EMPLOYEES, STATE EMPLOYMENT OFFICE (SEO) ACTIVE REGISTRANTS, AND CASES AND PERSONS ON GENERAL ASSISTANCE ROLLS WITH NET EXPENDITURES FOR GRANTS, BY COUNTIES
Week Ending April 20, 1940

County	WPA Employees*	General Assistance: Cases Total	Cases Employable	Persons Total	Persons Employable	Net Expenditures for Assistance Grants
TOTAL	155,765	195,040	134,290	594,469	154,967	$ 1,381,361.93
Adams	264	236	95	832	105	1,403.14
Allegheny	23,370	37,097	27,555	97,912	31,413	252,778.83
Armstrong	1,371	996	534	3,782	603	6,504.00
Beaver	2,595	1,955	1,178	5,920	1,284	12,685.68
Bedford	1,042	484	251	2,096	286	3,115.11
Berks	4,335	2,126	1,096	7,009	1,184	14,931.45
Blair	3,188	1,672	953	5,927	1,067	11,407.84
Bradford	489	938	547	3,526	629	6,755.73
Bucks	861	425	231	1,558	263	2,794.77
Butler	1,215	680	343	2,497	384	4,138.75
Cambria	3,580	2,399	929	8,199	1,031	15,336.97
Cameron	82	61	31	193	36	351.26
Carbon	669	932	702	3,203	821	7,189.75
Centre	900	717	415	3,056	502	4,978.54
Chester	1,731	836	412	3,193	474	5,085.48
Clarion	716	326	181	1,544	190	2,016.77
Clearfield	3,331	2,271	1,400	9,158	1,652	16,118.68
Clinton	976	591	342	2,254	390	3,860.30
Columbia	1,046	432	213	1,682	247	2,707.36
Crawford	951	634	240	2,146	262	3,950.12
Cumberland	793	375	158	1,437	172	2,205.29
Dauphin	3,089	1,905	1,095	5,867	1,172	12,521.83
Delaware	2,083	1,155	537	3,860	580	7,788.11
Elk	550	378	190	1,478	205	2,476.55
Erie	2,220	2,908	1,881	8,402	2,163	21,121.99
Fayette	5,312	5,838	4,148	21,284	4,729	42,547.09
Forest	122	80	49	356	50	497.85
Franklin	604	285	116	1,019	119	1,507.30
Fulton	99	61	35	258	44	260.30
Greene	1,141	458	205	1,545	215	2,650.83
Huntingdon	1,092	583	336	2,202	366	4,165.33
Indiana	2,073	1,767	1,105	7,445	1,282	11,872.21
Jefferson	1,964	795	369	3,134	395	4,952.24
Juniata	389	166	87	692	99	1,033.43
Lackawanna	5,470	11,330	9,615	40,430	11,634	92,987.76
Lancaster	1,987	1,099	550	4,272	622	7,293.70
Lawrence	2,875	1,933	1,312	6,808	1,535	13,981.33
Lebanon	576	401	198	1,285	220	2,547.75
Lehigh	2,121	931	391	3,274	411	5,949.65
Luzerne	7,167	14,085	11,710	48,985	13,935	111,951.37
Lycoming	1,780	1,681	920	5,679	1,040	11,845.53
McKean	558	509	214	1,661	235	3,296.30
Mercer	1,845	1,135	651	3,579	716	6,794.42
Mifflin	973	794	577	3,289	675	6,093.38
Monroe	730	481	257	1,802	283	3,566.49
Montgomery	1,975	1,135	589	4,065	624	7,754.56
Montour	614	284	172	1,226	182	1,891.54
Northampton	2,469	1,162	604	3,499	670	7,468.05
Northumberland	3,510	3,561	2,465	13,439	2,909	25,547.55
Perry	347	178	120	760	130	1,165.19
Philadelphia	23,126	59,184	40,661	147,251	47,573	423,053.46
Pike	56	120	92	411	99	820.64
Potter	423	343	193	1,354	194	2,033.21
Schuylkill	5,116	7,100	6,033	23,921	7,059	49,770.91
Snyder	447	527	355	2,297	437	3,961.75
Somerset	2,350	1,174	491	4,507	535	6,939.33
Sullivan	154	222	180	892	203	1,610.29
Susquehanna	210	1,081	709	4,023	801	8,469.05
Tioga	354	589	295	2,186	336	4,030.67
Union	317	333	223	1,408	252	2,261.90
Venango	1,276	1,031	518	4,033	585	7,686.13
Warren	715	308	137	1,130	147	1,909.18
Washington	3,611	3,495	2,241	10,435	2,443	21,957.35
Wayne	326	283	199	1,178	219	2,026.85
Westmoreland	5,285	4,251	2,688	14,622	2,796	28,458.77
Wyoming	238	639	473	2,326	520	4,809.96
York	2,521	1,099	498	3,776	533	6,916.91

*Includes only employees certified by the Department of Public Assistance.

EXHIBIT S-14

JOB MOBILIZATION CAMPAIGN

MORE JOBS MEAN LESS TAXES!

COMMONWEALTH OF PENNSYLVANIA

NEWS OF THE WEEK

NUMBER 20 HARRISBURG APRIL 5, 1940

WALTER D. FULLER, CHAIRMAN W. A. HEMPHILL, EXECUTIVE DIRECTOR

JOINT EFFORT TO

LABOR STATE INDUSTRY

AID EMPLOYMENT

THE MEASURE OF A CITIZEN:

By what standards shall we measure the privileges and duties of citizenship in their fullest sense? Does obedience to law, the payment of taxes, the support of a church and membership in some civic organization constitute the highest expression of citizenship in the American manner?

Commendable though these traits may be, they are passive in nature. They make no provision for positive participation in constructive community improvements. They offer few opportunities for individual service to improve the community or better the condition of the people.

Active workers in the Job Mobilization Campaign are devoting their time, thought, energy and action in a practical expression of the highest type of citizenship. Their willingness to face squarely the problems of unemployment, relief and taxes on a local basis indicates they harbor no defeatist attitude. Their accomplishments to date indicate they accept the challenge extended to the recent conference on vocational training and retraining by Dr. Francis B. Haas, Superintendent of Public Instruction, when he said, "Do not subject our youth to an adult philosophy of despair".

These good citizens can be depended upon to continue their efforts until their local problem is solved. When the job is done, and only then, will they rest from their labors warmed by the satisfaction of a task accomplished, and proud of the contribution they have made in the highest expression of citizenship.

Every citizen should measure his community stature by the contribution he has made.

- - - - - -

VOCATIONAL TRAINING SCHOOLS IN INDUSTRIAL PLANTS

Frank J. G. Dorsey, Regional Director of the Wage and Hour Division, U. S. Department of Labor at Philadelphia, has clarified the conditions under which vocational training may be conducted in industrial plants in a letter addressed to William A. Hemphill, Executive Director of the Job Mobilization Committee, under date of March 28, 1940. Because of the importance of this ruling, Mr. Dorsey's letter is quoted in full below:

> "Reference is made to your letter of March 25, concerning the establishment of vocational training schools in industrial plants under certain conditions, and you wish to know the attitude of the Wage and Hour Division in this regard. You state that these schools will be established under the following conditions:
>
> 1. A section of the plant set off for a school to operate during the working day.
>
> 2. Machine practice to be on scrap material. (No practice on production work).
>
> 3. The school and State Employment Service selects the students.
>
> 4. Students are free to obtain jobs in any industry after completing the training.
>
> 5. Public school teachers teaching the class.
>
> 6. The school is under public supervision and control.
>
> 7. The school is to be supervised by the superintendent of schools.
>
> "It is the opinion of this office that students in vocational training under the above conditions would not be subject to the wage and hour provisions of the Fair Labor Standards Act, provided, of course, that none of the goods produced or in any way worked on by the students were shipped in interstate commerce, or became part of any goods shipped out of the State."

Mr. Dorsey has shown deep interest in the problem of vocational training and retraining, and has been most cooperative in working out ways and means by which these training programs can be set up in keeping with the requirements of the Fair Labor Standards Act.

- - - - - -

VOCATIONAL TRAINING COURSES STARTED

Initiated by local job mobilization committees, and carried to a conclusion with the cooperation of the local school districts, the Department of Public Instruction, the Pennsylvania State Employment Service and local industries, two new vocational training projects are now in operation.

In Carlisle (Cumberland County), a training course for power machine operators is now operating in the public school. Local industries are providing the necessary machinery. The instruction is paid for by the local school district, which will be reimbursed in full by the Department of Public Instruction.

In Littlestown, (Adams County), shoe workers are being trained in the public school. As at Carlisle, local industries are providing the necessary machinery, the instruction is paid for by the local school district, which will be reimbursed in full by the Department of Public Instruction.

Approximately 15 additional applications for vocational training or re-training programs have been received by the Department of Public Instruction and are being investigated. Every effort is being made to clear the way to have these projects in operation in the shortest possible time.

- - - - - - -

"A JOB IN TIME"

A representative of the Pennsylvania State Employment Service relates this touching story concerning an incident which happened last week.

Shortly before noon, an applicant registered for employment who was obviously in distressed circumstances. During the course of the interview the applicant announced that he had come to town seeking a relative to secure assistance for himself, his wife and infant child. The relative could not be located, and the family was stranded without resources.

The man's registration card indicated an excellent educational background, and a work experience covering some twenty years service with metropolitan newspapers. The State Employment Service representative called a Job Mobilization Committeeman who was also the owner of a small newspaper, asking him if he could use the applicant on his own newspaper, or could refer him to another newspaper publisher for employment.

The newspaper publisher has other interests which prevent his giving full time to the newspaper, and therefore expressed a desire to interview the applicant. The interview was arranged.

When the Employment Service representative returned from lunch, he found the applicant waiting for him at his desk, wreathed in smiles. "Have a cigarette on me", he stated, "I'm in the chips, now". He reported that he had been engaged to write political news until after the coming election, and then would take complete charge of the paper. An advance on salary had solved the immediate problem of the care of the wife and family.

The newspaper publisher can now leave the publication of his newspaper in competent hands, and a man who badly needed a job has been placed.

LEARNERS HIRED IN PHILADELPHIA NEEDLECRAFT INDUSTRIES

Through the efforts of a Philadelphia local Job Mobilization Committee, of which Mr. James T. Haviland is chairman, applications were made to the Regional Office of the Wage and Hour Division, U. S. Department of Labor, for learner's permits in the needlecraft trades.

The records indicated that there was a surplus of needlecraft workers in the Philadelphia area, but after careful analysis of the records by representatives of the Job Mobilization Committee, the State Employment Service, organized labor, the interested manufacturers and Mr. Dorsey, Regional Director of the Wage and Hour Division, it was determined that there was a need for the granting of learner's permits.

A report was rendered to Washington and learner's permits were granted and are continuing to be granted in this particular trade.

As a result of the enterprise of this local Job Mobilization Committee, a large number of people are being put to work.

MILK DEALERS REPORT

Benjamin H. Eynon, Executive Vice-President of the Pennsylvania Association of Milk Dealers, reports plant improvements, repairs and alternations totalling $72,500 in connection with his association's cooperation with the Job Mobilization Campaign.

The report, which embraced 21 counties for the months of February and March, also stated that 79 new employees had been engaged in the industry as a direct evidence of cooperation with the Job Mobilization campaign.

Sullivan County led in both expenditures and new employees added, with $25,500 listed for plant improvements and 40 persons placed on payrolls. Northampton County was next with expenditures of $17,500, while Philadelphia was third with $7,600 and the milk dealers in Delaware County spent $6,000 to place fourth.

ANALYSIS OF EMPLOYABLE RELIEF RECIPIENTS

Mrs. A. A. Metzger, chairman of the Williamsport Women's Job Mobilization Committee, has made it a point to interview personally each employable relief recipient, in order to evaluate each person's qualifications for employment, and to give what advice and guidance she could in a personal way. She reports that in practically all cases she found these people willing and anxious to work.

Through personal knowledge of the individual people involved, she has been able to place several of them in employment, and in each case to stimulate morale and personal efforts to secure employment.

Individual, personal and sympathetic study of the individual problem in this way is the true essence of job mobilization effort. When we stop dealing with cold tables of statistics and concentrate our efforts in behalf of specific human beings our problem is more clearly defined and definite results can be obtained.

BOX SCORE

Job openings created since the Job Mobilization Campaign began last November climbed to 41,950 up to the week ending March 30, with 27,212 placements actually made.

New jobs created for the week totalled 2,361. Delaware County led by a wide margin, with 755, followed by Allegheny with 451 new openings, and Philadelphia reporting 443.

Philadelphia continued its lead of counties in total jobs created since the campaign began with 6,991. Luzerne is second with 4,376, while Erie takes third place with 4,048, and Blair is fourth, with 3,088.

RENOVIZE CAMPAIGN RESULTS

Preliminary cumulative totals of money to be spent in Renovizing work reported up to March 30 are as follows:

County	Total
Allegheny	$ 177,[illegible]
Berks	125,015
Blair	341,434
Bucks	5,390
Cambria	104,635
Centre	53,125
Chester	175,109
Crawford	50
Dauphin	10,000
Delaware	16,000
Erie	2,100
Jefferson	850
Juniata	1,785
Lackawanna	179,402
Lancaster	715,600
Luzerne	252,334
Lycoming	886,266
Monroe	33,650
Montgomery	3,303
Northampton	351,850
Philadelphia	19,652
Schuylkill	98,143
Sullivan	25,500
Venango	459,000
Wyoming	1,700
TOTAL	$4,[illegible]

The above figures, which are preliminary, have been adjusted to cover Renovizing work only, as distinguished from new construction, as explained in Bulletin R-5, issued under date of April 1, 1940.

RENOVIZE NOTES

Philadelphia's Renovize Campaign opened with a bang April 1st, backed by strong newspaper and radio publicity. Unofficial reports indicate $1,300,000 pledged this week.....Erie's Renovize Campaign will get under way April 15 to carry through May 15. Well organized plan being prepared for cooperative action by men's and women's committees, city officials, civic organizations, the Boy Scouts, the press and radio.....Grove City's Renovize Campaign organized by G. W. Dudderar, Secretary of Grove City Commercial Club has new twist. Volunteers have surveyed every business property and listed improvements and repairs they think could be done with profit. Committee members are following with building owners to sell idea of having work done. Residential districts being covered by Women's Committee and Commercial Club's Civic Affairs Committee. "Miracles of Modernization" film will play three days in each of the two theatres, merchandised by strong lobby displays.....Col. Smith of Luzerne has upped Renovize objective from $1,000,000. to $2,000,000. Flood damage greatly increases need for Renovizing.